**V.** **Needs Assessment Committee (NAC) & Development Process**

* The NAC identifies questions to be investigated for the report, what types of data exist and what has to be obtained by other means, and projects the timeframes for the collection of necessary information to generate the draft and final reports.
* The preliminary results help to structure the facilitation outline.
* The final needs assessment report helps to prioritize needs during SPIL formulation—to what is actionable in the next SPIL.
* The needs assessment also challenges the network to do more by constantly asking “so what?” It can provide the basis for system advocacy and legislative initiatives.

The following set of emails and documents help to define the NAC process:

A. **First meeting of NAC (Email)**

1. **Attachment: Formation issues Power Point. Reading.**

**Sent:** Monday, January 30, 2012 11:21 AM  
**Subject:** REMINDER: NYSILC NAC MEETING 2/1 @ 10 AM

This is a reminder that the first meeting of the **NYSILC Needs Assessment Committee (NAC)** is set for **Wednesday, February 1, 2012 at 10 am**.

Core group members were invited to participate by either attending at the NYSILC office at 111 Washington Avenue, Suite 101, Albany, NY 12210 or connecting via webinar and toll free conference call.

The original email that contained the invitation and project outline, NYAIL and CASILC needs assessments, brief agenda, and **instructions for how to connect via webinar link and conference call** was sent to you on **January 8, 2012**. Let me know if you need me to resend this original email.

Otherwise, in advance of the meeting on Wednesday, I am sending narrative for a Power Point that will be utilized during the discussion (NAC Feb 1 Power Point). I have also attached a listing of NAC initial data sources identified with links (NAC Initial list of data sources identified). The links are mostly to PDF files. However, we will have them available in both PDF and text files.

I look forward to the start of our NAC process.

Brad Williams

NYSILC

**Attachment: Word version of Power Point**

**2012 NYS Independent Living**

**Needs Assessment Project Overview**

Goal: to identify and prioritize the needs of consumers and providers in relation to increasing independent living capacity.

As a result, NYSILC hopes to be able to better target the next SPIL to meet the most pressing needs and produce the best results.

NEW SLIDE:

NYSILC Needs Assessment Committee (NAC)

Agenda for Meeting

Initial NAC Core Group

1. Brief overview of the project, including goals, timeline and the role of the NAC

2. Discussion about what questions we’d like to have answered by the needs assessment. What do we want to know?

3. Brief review of data collected so far and brainstorm about additional data sources.

4. Brainstorm additional NAC members – up to 4 more members and 2-3 alternates.

5. Set date for next few meetings.

NEW SLIDE:

**This project will be in three phases:**

Phase 1 will identify:

* specific questions to have answered about priority needs
* what data we already have to assist us
* what additional data we might need

Phase 1 will also include the development of a needs assessment process and data collection tools will primarily on-line surveys

NEW SLIDE:

Phase 2 will be the collection and analysis of the additional data, and/or a prioritization of needs and some recommendations for action.

Phase 3 will involve working with the analyzed data to inform the development of the SPIL.

NEW SLIDE:

**The Needs Assessment Committee (NAC)**

To oversee and assist with the needs assessment process:

* initial identification of questions to be asked
* identify existing data to provide some answers
* identify groups to be questioned to provide input
* develop questions to collect needed data
* refine and test data collection instruments
* disseminate data collection instruments
* review results and assist with development of final conclusions and recommendations
* review final report and decide how to use this to inform the SPIL planning process

NEW SLIDE:

NAC: chaired by NYSILC Chairperson and staffed by NYSILC Executive Director and needs assessment consultant.

Initial core group consists of:

* the past Chair of NYSILC, the Executive Director of NYAIL, a NYSILC member who is a senior manager of an Independent Living Center, a representative of ILNNY, a representative of ACCES-VR

STOP HERE AND USE THE NEXT SLIDE FOR THE FIRST FULL MEETING IN MARCH?

**Phase 1: The intended outcomes of phase 1 are to:**

* identify the questions to be answered by the needs assessment
* review existing data that addresses these questions
* identify additional information that needs to be collected or updated
* identify which groups should be questioned (demographic breakdowns) and the best techniques for collecting this data
* develop sample groups to target for surveys and/or other data collection techniques and the best ways to reach these groups
* develop data collection instruments

**Suggested Reading**

Needs Assessment: An Overview, James W. Altschuld and David Devraj Kumar

B. **Second meeting of NAC (Email)**

1. **Attachments: NAC committee, Data sources, Data sources, Follow up assignments, Key questions.**

**Sent:** Tuesday, February 21, 2012 1:45 PM  
**Subject:** Second NYSILC Needs Assessment Committee (NAC) Meeting

**Second NYSILC Needs Assessment Committee (NAC) Meeting**

The second Needs Assessment Committee (NAC) meeting is set for **Tuesday, February 28, 2012 at 10 am**. The meeting/call could take up to two hours.

Most Albany-based individuals will attend in person at the NYSILC office (111 Washington Avenue, Suite 101, Albany, NY 12210). Anyone can attend face-to-face, but several individuals will participate by toll free conference call supported by a webinar platform. You will need the following steps to accomplish the latter:

* (If you haven’t already done so/previous meeting) About 15 minutes before the call, click on the following link provide to run an applet to test your PC to make sure they have the software necessary to support the webinar platform. It will provide upgrades if necessary. Exit out when completed: [https://kriegersolutions.adobeconnect.com/common/help/en/support/meeting\_test.htm](https://remote.nysilc.org/owa/redir.aspx?C=f381a002c09a470085814d0b073d4c95&URL=https%3a%2f%2fkriegersolutions.adobeconnect.com%2fcommon%2fhelp%2fen%2fsupport%2fmeeting_test.htm).
* About 5 minutes before the call, connect to the following link via a computer, <https://kriegersolutions.adobeconnect.com/_a1005256992/nysilc-nac/>. You will need to click the option for “enter as a guest” and type in your name in the text box provided, then click “enter room” to join the webinar platform.
* About 1 minute before the call, dial in to the NYSILC conference call line, **1 (866) 279-5424, code: 547150** to fully participate.

Please review and refer to the attached materials for the meeting/call. The materials include: 1) Updated list of NAC Members, 2) Updated List of Data Sources, and 3) Follow Up Assignment (Excerpts from Minutes). The agenda for the meeting is provided below:

**AGENDA**

* Identify significant data/needs from sources (From sources identified in attached NAC listing).
* Is there any data and/or sources that we are missing?
* What should our key questions be? (California Needs Assessment “key questions” listed in attached follow up assignment)
* Other.
* Next Work assignment.
* Next meeting (Friday, March 30th).

**Attachment: Word version of NAC Committee** (Not attached just create one for your NAC. Expand if necessary)

**Attachment: Listing of Data Sources**

**NAC Primary Documents:**

* NYAIL Needs Assessment: “Independent Living in New York State: A Needs Assessment (2008).” Available in PDF & Text. <http://www.cgr.org/reports/08_R-1566_NYAIL%20Report.pdf>.
* California SILC Needs Assessment: “SILC Needs Assessment for People with Disabilities (2009).” Available in PDF & Text. <http://www.calsilc.org/FINAL-SILC-DESIGN%20Needs%20Assessment%202010%2012PT%20(Accessible).pdf>.
* Stats RRTC: “2011 Annual Disability Statistics Compendium.” Available in PDF & Text. <http://disabilitycompendium.org/pdf/Compendium2011.pdf>

**Secondary Documents:**

* ACCES VR: “Comprehensive Statewide Needs Assessment (2011).” Available in PDF & Text. <http://www.vesid.nysed.gov/adult_vocational_rehabilitation_services/state_plan/att_411a.htm>
* UCEDD: State Data: The National Report on Employment Services and Outcomes (2011). Available in PDF & Text. <http://www.communityinclusion.org/pdf/statedata2010_finaldraft.pdf>.
* NYSOFA: “NYS Caregiver Services Survey (2009).” Available in PDF & Text. <http://www.aging.ny.gov/Caregiving/Reports/InformalCaregivers/AssessmentofCommunityCaregiverSupportServices.cfm>.
* NYSOMH: “Unmet Needs Assessment Report (2011)”. Available in PDF & Text. <http://www.omh.ny.gov/omhweb/cultural_competence/reports/unmet_needs.pdf>.
* NYSOMH, Bureau of Cultural Competence: “Annual Report (2011).” Available in PDF & Text. <http://www.omh.ny.gov/omhweb/cultural_competence/reports/annual_rep_2011.pdf>.
* Cornell: “Out of Sight, Out of Mind (2009)” Available in PDF & Text. <http://digitalcommons.ilr.cornell.edu/cgi/viewcontent.cgi?article=1261&context=edicollect>

**Additional Sources**:

* **NYS INDEPENDENT LIVING CENTERS BREAKDOWN OF CONSUMERS SERVED 05/06-09/10 (Table of Contents)** [**http://www.acces.nysed.gov/vr/lsn/ilc/consumers.htm**](http://www.acces.nysed.gov/vr/lsn/ilc/consumers.htm)
  + [TOTAL CONSUMERS RECEIVING DIRECT SERVICES](http://www.acces.nysed.gov/vr/lsn/ilc/consumers.htm#total)

(Persons with Disabilities + Family Members/Significant Others + Other Non-Disabled)

* + [PERSONS WITH DISABILITIES (PWD)](http://www.acces.nysed.gov/vr/lsn/ilc/consumers.htm#pwd)
  + [FAMILY MEMBERS/SIGNIFICANT OTHERS](http://www.acces.nysed.gov/vr/lsn/ilc/consumers.htm#family)
  + [OTHER NON-DISABLED](http://www.acces.nysed.gov/vr/lsn/ilc/consumers.htm#other)
  + [CONSUMER SERVICE RECORDS (CSR)  - TOTAL](http://www.acces.nysed.gov/vr/lsn/ilc/consumers.htm#csrtotal)  
    (Started (New) CSRs + Returning CSRs)
  + [CONSUMER SERVICE RECORDS (CSR)  - STARTED (NEW)](http://www.acces.nysed.gov/vr/lsn/ilc/consumers.htm#csrnew)
  + [CONSUMER SERVICE RECORDS (CSR)  - RETURNING](http://www.acces.nysed.gov/vr/lsn/ilc/consumers.htm#csrreturn)
  + [BUSINESSES/AGENCIES SERVED](http://www.acces.nysed.gov/vr/lsn/ilc/consumers.htm#business)
  + [AGE: 0 – 24](http://www.acces.nysed.gov/vr/lsn/ilc/consumers.htm#Age24)
  + [AGE: 60 and OLDER](http://www.acces.nysed.gov/vr/lsn/ilc/consumers.htm#Age60)
* 2010 NYS CIL Statewide Consumer Satisfaction Survey Report:

<http://www.nysilc.org/CSSurvey/REVISED%202010%20Consumer%20Satisfaction%20Survey.doc>

**Attachment: Follow Up Assignments by Next Call**

**Follow up assignment for NAC members before the next meeting:**

* Review the reports identified by Brad (Refer to listing of data sources) (Hard copies are available from Brad by mail upon request).
* Identify significant data/needs from these sources.
* What other data sources are you aware of that could be of benefit to the NAC in our needs assessment?
* What data is missing that we need to consider.
* What questions do we want the needs assessment to answer?

**California Needs Assessment “Key Questions:”**

* What geographic regions are most in need of additional IL services?
* What underserved ethnic and disability minority communities are most in need of IL services?
* What are the most important unmet service needs for Californians with disabilities living independently?
* What are the most important needs that the SILC should address in developing and strengthening California’s independent living network (that is, programs providing independent living services and independent living centers [ILCs]); and other programs providing services for individuals with disabilities?

C. **Key question exchanges online (Emails)**

(Note: When the key questions were agreed to, then an online email exchange began regarding each question)

**Sent:** Thursday, March 15, 2012 11:09 AM  
**Subject:** RE: DRAFT NAC Survey - Key Question # 1

* What geographic regions are most in need of additional IL services?

(Note: Q # 1 will be answered by existing data. Center service data, county demographic data relating to individuals with disabilities, and an effort will need to be made to mostly FOIA the State for institutionalized population data. However, the group will need to better understand the California model and how to apply the data.).

Okay, I have worked through some of my initial thoughts on what California presented in their needs assessment related to penetration and inundation rates and how we can look at this in New York for the geographic question by county, and then compare it to what the total IL funding is. For example, we could assess the follow for each county in a chart for the State of New York. However, I am only going to compare two counties to contrast an upstate and downstate example:

**Cortland County:**

1) Penetration Rate:

# served by IL (based on ACCES VR data): 3,607

# PWD in county (estimate based on # people in county 20% of 49,336): 9,867

= 37%

2) Inundation Rate:

# People in institutions (based on county website statistic): 474

# served by IL (based on ACCES VR data): 3,607

= 13%

3) Total IL Funding: $271,590

ATI- CC: SCIL $271,590

**Westchester County:**

1) Penetration Rate:

# served by IL (based on ACCES VR data): 3,137 (802 WDOM & 2,335 WILC)

# PWD in county (estimate based on # people in county 20% of 949,113): 189,823

= 2%

2) Inundation Rate:

# People in institutions (based on county website statistic): 13,656

# served by IL (based on ACCES VR data): 3,137

= 4.35%

3) Total IL Funding: $1,055,570 (Plus ARRA if still active)

WDOM: SCIL $349,102

WILC: SCIL$296,224

WILC: CIL$221,857

WILC: CIL$188,387

Also, ARRA funds still active? $208,038 + 176,653?

NOTE: Realize that this points out the contrast and need that exists both upstate and downstate. It will be interesting to see how this compares for the counties that have limited IL presence (underserved, limited funding, etc). Unfortunately, I have to prepare and will be obligated over the next two days to the NYSILC orientation and full council meeting. **Let’s continue our discussions…**

Brad

(Note: Q # 2 is answered totally by existing data)

**EMAIL**

**Sent:** Sunday, March 18, 2012 7:49 PM  
**Subject:** DRAFT NAC Survey - Key Question # 3

NOTE: Please provide your input to the preliminary draft for this question related to wording, and anything else that should be changed or added. Be sure to “Reply to All.” This draft is designed to get us engaged and started with a first draft.

Survey should be sent to:

* Consumers.
* Centers.
* Stakeholders.
* All of the above.

QUESTION # 3: What are the most important unmet service needs for New Yorkers with disabilities that are or wish to live independently?

1) For the list provided below, please circle the level of need for each item according to the scale provided to help identify the most important unmet service needs. (Note: Many of these selections were taken from NYAIL Service Need Listing)

* Access to assistive technology: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Access to information and resources: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Accessible transportation: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Accessible voting information: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Adequate income: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Affordable & accessible health care: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Affordable, accessible & integrated housing: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Affordable, accessible exercise opportunities: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Affordable, accessible socialization opportunities: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Assistance with disability benefits: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Community based long term care and supports: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Consumer directed personal assistance: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Culturally sensitive services: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Disability awareness among service providers: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Emergency services (including emergency preparedness): *Priority Need, Major Need, Not a Major Need, Unsure.*
* Employment opportunities: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Information about disability rights: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Service coordination: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Special education: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Systems advocacy: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Transition services: *Priority Need, Major Need, Not a Major Need, Unsure.*
* Vocational training: *Priority Need, Major Need, Not a Major Need, Unsure.*

2) Additional Comments:

**EMAIL**

**Sent:** Sunday, March 25, 2012 12:05 PM  
**Subject:** DRAFT NAC Survey - Key Question # 4

Please provide your input to the preliminary draft for this question related to wording, and anything else that should be changed or added. Be sure to “Reply to All.” This draft is designed to get us engaged and started with a first draft.

*(PLEASE NOTE: Most of what is presented is taken from NYAIL’s surveying of the most pressing issues facing the centers from its needs assessment – Chapters VI & VII, Tables 28-35. Results from our survey could be compared to the results obtained in the NYAIL needs assessment to identify the top priorities).*

Survey should be sent to:

* Consumers.
* Centers.
* Stakeholders.
* All of the above.

QUESTION # 4: What are the most important needs that the SILC should address to strengthen New York's independent living network?

The following survey is broken into four sections: Barriers to providing existing services, Barriers to expanding existing services, Barriers to providing additional services, and Barriers to providing services to consumers outside the current service area. Each one is followed by a question on resources needed to overcome the stated barrier.

For each barrier sections, select the top five (1-5) priorities in descending order for the items listed. For each follow up question related to the resources needed to overcome the barrier, identify the top three (1-3) priorities in descending order for the items listed.

I. A. Barriers to providing existing services (Select the top five (1-5) priorities in descending order for the items listed):

Lack of financial or other resources.

Funding limitations or restrictions.

Lack of adequate transportation for consumers

Lack of public awareness of ILC services.

Staffing issues – inability to recruit qualified staff due to non-competitive wages/benefits.

Lack of space or other infrastructure.

Size of service areas.

Lack of cooperation from providers (e.g. schools, agencies, etc).

Staffing issues – difficulty retaining staff.

Staffing issues – inability to recruit due to shortage of qualified staff.

Staffing issues – lack of resources to train staff.

Lack of interpretation services.

Lack of board support.

Low demand or interest from target population.

Other.

Lack of support from key agencies or other groups in the community.

I. B. Resources needed to overcome barriers to providing existing services (Select the top three (1-3) priorities in descending order for the items listed):

Additional Funding.

Transportation for consumers.

Additional space/Infrastructure.

A well-designed and funded public relations plan.

More assistance from local and state providers.

Training/Technical Assistance.

Political support.

Examples of model programs.

Grassroots support.

Other.

II. A. Barriers to expanding existing services (Select the top five (1-5) priorities in descending order for the items listed):

Lack of financial or other resources.

Funding limitations or restrictions.

Lack of space or other infrastructure.

Lack of adequate transportation for consumers.

Lack of public awareness of ILC services.

Staffing issues – inability to recruit qualified staff due to non-competitive wages/benefits.

Size of service areas.

Staffing issues – inability to recruit due to shortage of qualified staff.

Lack of support from key agencies or other groups in the community.

Lack of cooperation from providers (e.g. schools, agencies, etc).

Staffing issues – difficulty retaining staff.

Lack of board support.

Other.

Lack of interpretation services.

Staffing issues – lack of resources to train staff.

Low demand or interest from target population.

II. B. Resources needed to overcome barriers to expanding existing services (Select the top three (1-3) priorities in descending order for the items listed):

Additional Funding.

A well-designed and funded public relations plan.

Transportation for consumers.

Additional space/Infrastructure.

Examples of model programs.

More assistance from local and state providers.

Political support.

Training/Technical Assistance.

Grassroots support.

Other.

III. A. Barriers to providing additional services (Select the top five (1-5) priorities in descending order for the items listed):

Lack of financial or other resources.

Funding limitations or restrictions.

Staffing issues – inability to recruit qualified staff due to non-competitive wages/benefits.

Lack of adequate transportation for consumers.

Lack of space or other infrastructure.

Lack of public awareness of ILC services.

Size of service areas.

Lack of support from key agencies or other groups in the community.

Lack of cooperation from providers (e.g. schools, agencies, etc).

Staffing issues – inability to recruit due to shortage of qualified staff.

Other.

Staffing issues – difficulty retaining staff.

Staffing issues – lack of resources to train staff.

Lack of interpretation services.

Lack of board support.

Low demand or interest from target population.

III. B. Resources needed to overcome barriers to providing additional services (Select the top three (1-3) priorities in descending order for the items listed):

Additional Funding.

Training/Technical Assistance.

Additional space/Infrastructure.

A well-designed and funded public relations plan.

More assistance from local and state providers.

Examples of model programs.

Transportation for consumers.

Political support.

Grassroots support.

Other.

IV. A. Barriers to providing services to consumers outside the current service area (Select the top five (1-5) priorities in descending order for the items listed):

Lack of financial or other resources.

Funding limitations or restrictions.

Lack of adequate transportation for consumers.

Lack of space or other infrastructure.

Size of service areas.

Staffing issues – inability to recruit qualified staff due to non-competitive wages/benefits.

Lack of public awareness of ILC services.

Staffing issues – inability to recruit due to shortage of qualified staff.

Other.

Lack of cooperation from providers (e.g. schools, agencies, etc).

Staffing issues – lack of resources to train staff.

Lack of support from key agencies or other groups in the community.

Staffing issues – difficulty retaining staff.

Lack of interpretation services.

Low demand or interest from target population.

Lack of board support.

IV. B. Resources needed to overcome barriers to providing services outside the current service area (Select the top three (1-3) priorities in descending order for the items listed):

Additional Funding.

Additional space/Infrastructure.

Transportation for consumers.

A well-designed and funded public relations plan.

More assistance from local and state providers.

Grassroots support.

Political support.

Training/Technical Assistance.

Other.

Examples of model programs.

V) Additional Comments:

D. **Key Question Online Work Groups (Email)**

**Sent:** Friday, April 06, 2012 3:55 PM  
**Subject:** NAC Follow Up

**NAC Follow Up**

I know we have all been very busy since our last NAC meeting a week ago (my how time flies). We set up work groups around the key questions.

POTENTIAL ACTION: For anyone not on the last call, we would appreciate it if you could review the information below and sign up for a work group. If relevant, email me with your choice.

WG # 1 (Geographic Question): Brad and Fred. Doug? Other? We will conduct a survey and test it with a set of center directors to sort out the IL finding question. We will also obtain known relevant data and reach out to Cornell to see if they can refine additional data search for us. Sue Ruff (not with this group) has already provided some links. Brad will reach out to Wendy (council member).

WG # 2 (Unserved/Underserved Question): Brad and Sue. Doug? Other? As noted above, we will also reach out to Cornell to see if they can refine the data search for us (and obtain relevant system service data). Sue Ruff has already provided some links. Brad will reach out to Wendy (council member).

WG # 3 (Unmet Needs NY Disabilities Question): Melanie, Denise, Julie. Others? They will pull together the exact set of questions utilized for this section for consumers and the center network and consider methodology (distribution).

WG # 4 (Unmet Needs IL Center Network Question): Melanie and Denise. Others? They will pull together the exact set of questions utilized for this section for consumers and the center network and consider methodology (distribution).

Groups will start following through on these items in the middle two weeks in April in preparation of the next NAC meeting scheduled for **Tuesday, April 24, 2012 at 10 am**.

Brad Williams

NYSILC

E. **Next NAC work committee (March)**

1. Initial drafts of charts and surveys (not attached).

**Sent:** Sunday, March 25, 2012 9:17 PM  
**Subject:** Third NYSILC Needs Assessment Committee (NAC) Meeting

**Third NYSILC Needs Assessment Committee (NAC) Meeting**

The third Needs Assessment Committee (NAC) meeting is set for **Friday, March 30, 2012 at 10 am**. The meeting/call could take up to two hours. As with previous calls, anyone can attend the meeting face-to-face (mostly Albany-based people) at the NYSILC office, but most individuals will participate by toll free conference call supported by a webinar platform. Use the following steps to participate remotely:

·       About 5 minutes before the call, connect to the following link via a computer, <https://kriegersolutions.adobeconnect.com/_a1005256992/nysilc-nac/>. You will need to click the option for “enter as a guest” and type in your name in the text box provided, then click “enter room” to join the webinar platform.

·        About 1 minute before the call, dial in to the NYSILC conference call line, **1 (866) 279-5424, code: 547150** to fully participate.

Please review and refer to the attached materials for the meeting/call. The materials include:

The agenda for the meeting is provided below:

**AGENDA**

* Follow up assignment: Any significant data to data/needs to note from sources (NAC listing).
* Reach consensus for direction on Question # 1: What geographic areas of the State are most in need of IL services?
* Reach consensus for direction on Question # 2: What unserved and underserved ethnic, minority and disability communities are most in need of IL services?
* Reach consensus for direction on Question # 3: What are the most important unmet service needs for New Yorkers with disabilities who are or wish to live independently?
* Reach consensus for direction on Question # 4: What are the most important needs that the SILC should address to strengthen New York’s independent living network?
* Other.
* Next Work assignment.
* Next meeting dates.

**Attachment: Reach consensus for direction on Question # 1:**

**What geographic areas of the State are most in need of IL services?**

* Based on the exchange to online question # 1, can we agree that the best way to address this question is based on data we know or have access to and a process we can embrace? This means there would be no survey for this question.
* The question would not be answered by examining centers or locations of centers or catchment areas for centers and/or an examination of services to consumers by center locations. Instead, we are going to examine geographic need by county related to IL services provided by the entire center network in the following manner.
  + In a chart with all NYS counties list in the left hand column, additional columns will identify the unduplicated # of consumers served by the network (regardless of center) (A), # of people with disabilities identified for the county (B), institutionalized population identified for the county (C), and the total amount of IL funding allocated in the county (regardless of center) (D).

(A) Divided by (B) will give both county and statewide penetration rates. (C) Divided by (A) will give inundation rates for county and statewide. They can be compared to the amount of IL funds allocated in respective counties to help identify and prioritize geographic need in an objective manner.

F. **Next NAC work committee (April)**

**Sent:** Friday, April 20, 2012 9:48 AM  
**Subject:** Next NYSILC Needs Assessment Committee (NAC) Meeting

**Next NYSILC Needs Assessment Committee (NAC) Meeting**

The next Needs Assessment Committee (NAC) meeting is set for **Tuesday, April 24, 2012 at 10 am**. The meeting/call could take up to two hours given the progress or the work groups. As with previous calls, anyone can attend the meeting face-to-face (mostly Albany-based people) at the NYSILC office, but most individuals will participate by toll free conference call supported by a webinar platform. Use the following steps to participate remotely:

· About 5 minutes before the call, connect to the following link via a computer, <https://kriegersolutions.adobeconnect.com/_a1005256992/nysilc-nac/>. You will need to click the option for “enter as a guest” and type in your name in the text box provided, then click “enter room” to join the webinar platform.

· About 1 minute before the call, dial in to the NYSILC conference call line, **1 (866) 279-5424, code: 547150** to fully participate.

As stated above, work groups # 1-4 have been busy following through on assignments. Please review the attached documents. They will be referred to in agenda discussions as noted below:

**AGENDA**

\* Follow up discussion work group # 1 (See attached NAC Q 1 Data Chart & Need Statement).

\* Follow up discussion work group # 2 (See attached NAC Q 2 Updated Tables).

\* Follow up discussions for work groups # 3 & # 4 (See attached NAC consumer survey, NAC draft center survey, & NAC stakeholder survey).

\* Other.

\*  Work group/Next assignments.

\*  Next meeting.

**Attachments:** DRAFTS of the Q # 1 Data Chart, NAC Needs Statement, Q # 2 Table, Q # 3 Consumer Survey, and Q # 4 Center Survey (Not provided because you will be given final copies).

G. **Next NAC work committee (May)**

1. Second drafts of surveys (not attached).

**Sent:** Friday, May 18, 2012 10:55 AM  
**Subject:** Next NYSILC Needs Assessment Committee (NAC) Meeting (5/23 @ 10 am)

**Next NYSILC Needs Assessment Committee (NAC) Meeting**

The next Needs Assessment Committee (NAC) meeting is set for **Wednesday, May 23, 2012 at 10 am**. The meeting/call could take up to two hours given the progress or the work groups. As with previous calls, anyone can attend the meeting face-to-face (mostly Albany-based people) at the NYSILC office, but most individuals will participate by toll free conference call supported by a webinar platform. Use the following steps to participate remotely:

· About 5 minutes before the call, connect to the following link via a computer, <https://kriegersolutions.adobeconnect.com/_a1005256992/nysilc-nac/>. You will need to click the option for “enter as a guest” and type in your name in the text box provided, then click “enter room” to join the webinar platform.

· About 1 minute before the call, dial in to the NYSILC conference call line, **1 (866) 279-5424, code: 547150** to fully participate.

Work groups # 1-4 (combined into two groups 1 & 2 and 3 & 4) have been busy following through on assignments. Please review the attached documents. They will be referred to in agenda discussions as noted below. It should be mentioned that groups 1 & 2 have been busy collecting and verifying identified data and groups 3 & 4 have been working on the survey instruments attached above.

**AGENDA**

* Follow up discussion, review, and approval of survey instruments for work groups # 3 & 4:
  + Draft center survey (See attached track change or clean copy version).
    - Link to Survey Monkey: <https://www.surveymonkey.com/s/NYSILC_NeedsAssessment_CenterSurvey>
  + Draft consumer survey (See attached track change or clean copy version).
    - Link to Survey Monkey: <https://www.surveymonkey.com/s/nysilc-needs_assessment>
  + Discussion about follow up steps needed/deadlines/incentives.
* Report out about data search/collection assistance from Cornell (Applicable to work groups # 1 & 2).
  + Report about progress made on institutionalized population data (Work group # 1).
  + Share ranking/method identified for use to prioritize inundation and penetration rates.
  + Plan to collect data and update charts.
* Other.
* Next work assignments.
* Next meeting.

 Note:  if you would like to send Alan any comments prior to the meeting, feel free to do so.

**Attachments:** Second DRAFTS of the consumer and center surveys (not attached because you will receive final versions).

G. **Direct survey distributions (Emails)**

1. Attachment: Consumer Survey.

**Email**

**Sent:** Wednesday, June 20, 2012 9:48 AM  
**Subject:** EMAIL I OF III: PLEASE DISTRIBUTE & POST NYSILC 2012 NAC CONSUMER SURVEY TO CONSUMERS

MEMO

TO: IL Colleagues.

FROM: NYSILC Needs Assessment Committee (NAC).

RE: NAC 2012 Consumer Survey.

DATE: 6/19/12.

Dear Colleagues:

As I mentioned in a previous email, the New York State Independent Living Council (NYSILC) has developed a consumer survey and a center survey as part of our needs assessment process.  We will send you the center survey in a week or so (which will assess center's needs).

This email is about the **consumer survey**.  We are asking for your assistance in distributing the consumer survey directly to consumers, posting it on your website, and announcing it via social networking sites.  We have attached a cover letter you can use as is or adapt it and put it on your own letterhead.   The cover letter includes the link to the on-line survey that consumers can complete from their home.  We’ve also included a final Word version for consumers who have issues with or prefer not to use Survey Monkey (See both items attached above). It is for single site use only.

You can create your own email for distribution for consumers by using the cover letter attachment above, possibly changing the letterhead, and including the Word attachment as a survey alternative, **or simply forward the NYSILC content letter in an email format with the attached Word survey directly to consumers (which will be Email II or III)**.

If you have any questions, please feel free to contact me at (518) 427-1060 or at this email address.

Brad Williams

NYSILC

**Attachments:**

[NYSILC logo]

June 19, 2012

Dear Consumers,

Listed below is a link to an on-line survey which is part of a statewide effort to help us better identify needs of people with disabilities for the upcoming Statewide Plan for Independent Living (SPIL) in New York for 2014-2016. This plan could result in targeted projects in your area focusing on the priority needs of people with disabilities. It is being sponsored by the New York State Independent Living Council (NYSILC) and conducted by Krieger Solutions, LLC a private consulting firm. We appreciate your candid and thoughtful input. Please be assured that all survey responses will be treated confidentially and that results will only be reported in the aggregate. No individual responses will be reported or in any way identified.

The survey should take less than ten minutes to complete. To thank you for your assistance with this, after completing the survey you will have an opportunity to enter a drawing for a $50 Mobil gift card. Two winners will be randomly chosen.

**Click on the following link to participate in the survey:**

[**https://www.surveymonkey.com/s/NYSILCsurvey**](https://www.surveymonkey.com/s/NYSILCsurvey)

You will be directed to an initial screen informing you about your opportunity to enter in the gift card drawing at the completion of the survey. Click the “next” button to proceed. You will have fourteen questions that you can respond to by either click the appropriate number of choices or choice, entering text in a dialogue box, or selecting a choice from a drop down menu. For the last question (gift card drawing) which is optional, you can click on the “done” button to complete the survey. It will redirect you to a screen that will give you a choice to enter a sweepstakes or refuse the opportunity (no thanks). Click on the sweepstakes button and provide the necessary information to enter. If you are not interested, click the “no thanks” button to decline. If you are completing the survey from an ILC computer, then you would fill in the appropriate boxes in question # 15 to enter the drawing then clock on the “done” button to complete the survey.

If you have any questions about the survey or any difficulty accessing the survey, please contact: Patty Black at NYSILC [patty@nysilc.org](mailto:patty@nysilc.org) or call 877 397-4126 (Toll free in NY State only) or (518) 427-1060 (Voice/TDD).

In addition, Survey Monkey has been tested with screen readers. Most colleagues have reported that they have been able to navigate and make choices with their screen reader. However, some have had some difficulty. We have attached a Word version of the survey for anyone, including colleagues who use screen readers, to complete and return to the NYSILC office. It includes instructions in the survey for how to complete and return and provide information if the individual wants to enter the gift card drawing. Completed Word surveys will be entered electronically into the Survey Monkey system by staff so they can be included in the collective results.

If you do not have Internet access, your local Independent Living Center may have the survey available on a computer at the Center. To be entered in the drawing, **you must complete the survey no later than July 12th**. Please complete it as soon as possible.

Thanks again for your assistance.

Brad Williams

NYSILC & the Needs Assessment Committee (NAC)

[FINAL Word version Q # 3 Survey – if not completed on Survey Monkey]

New York State Independent Living Council - Consumer Needs Assessment Survey

NYSILC Consumer SurveyIndicate choices by consistently using underline or bold functions, or mark with an “X.” Question that asks for number prioritization, rank according to number scale requested. Insert text when and where appropriate. Please send the completed survey to Patty Black at NYSILC by email: [patty@nysilc.org](mailto:patty@nysilc.org) or surface mail: New York State Independent Living Council, 111 Washington Avenue, Suite 101, Albany, NY 12210Please complete this by July 12 to be entered in our drawing for a $50 Mobil gift card.What are the most challenging issues you face day to day? Check all that apply.\_\_ Medical/health coverage\_\_ Employment\_\_ Transportation\_\_ Finances (paying bills)\_\_ Discrimination\_\_ Applying for benefits\_\_ Recreation\_\_ Education\_\_ Mobility (accessibility, assistive devices)\_\_ Social (needing support from family and friends)\_\_ Housing (accessibility, affordability)\_\_ Personal care (eating, bathing, housekeeping)Other (please specify)What services do you use that are most important for you to continue living independently? Check all that are most important. If you have questions about the meaning of terms used in the next two questions, see the list at the end of this document.\_\_ Advocacy \_\_ Assistive devices training \_\_ Benefits assistance and advice \_\_ Education services\_\_ Employment / work readiness services\_\_ Family services\_\_ Home care / personal assistance services\_\_ Housing services\_\_ Independent living skills training \_\_ Information and referral to other services\_\_ Medical / health services\_\_ Mobility services \_\_ Peer counseling \_\_ Recreation services \_\_ TransportationOther (please specify)How available are the following services in your area? Please rate/select for each one.a) Advocacy (Readily available, Somewhat available, Not available, N/A)b) Assistive devices training (Readily available, Somewhat available, Not available, N/A)Benefits Assistance and Advice (Readily available, Somewhat available, Not available, N/A)Education services (Readily available, Somewhat available, Not available, N/A)Employment/work readiness services (Readily available, Somewhat available, Not available, N/A)Family services (Readily available, Somewhat available, Not available, N/A)Home care/personal assistance services (Readily available, Somewhat available, Not available, N/A)Housing services (Readily available, Somewhat available, Not available, N/A)Independent living skills training (Readily available, Somewhat available, Not available, N/A)Information and referral to other services (Readily available, Somewhat available, Not available, N/A)Medical/health services (Readily available, Somewhat available, Not available, N/A)Mobility services (Readily available, Somewhat available, Not available, N/A)Peer counseling (Readily available, Somewhat available, Not available, N/A)Recreation services (Readily available, Somewhat available, Not available, N/A)Transportation (Readily available, Somewhat available, Not available, N/A)Comment / Other (please specify)4. Rank the following items in order of which would make it easiest for you to access services at your local Independent Living Center. Use 1 as the most important and 6 as the least important.\_\_ Expand services\_\_ Expand hours of operation (nights and weekends)\_\_ Hire additional staff\_\_ Advertise existing services\_\_ Make home visits\_\_ Expand transportation to / from the center5. How else could your local Independent Living Center make it easier for you to access services? Please describe below.6. Where else do you go to receive services or support to help you live independently? Check all that apply. \_\_ School \_\_ Hospital\_\_ Place of worship\_\_ Community center\_\_ Counseling / Therapy\_\_ Place of employment\_\_ Social services \_\_ Park or gymnasium\_\_ College or university\_\_ Internet resources\_\_ Group meetings\_\_ Physical therapy\_\_ Other disability agenciesOther (please specify)7. If you have problems with service agencies, how often are you able to resolve them? Check one answer. \_\_ Never \_\_ Sometimes \_\_ Most of the time \_\_ Always\_\_ Not applicable8. Please check one answer for your age. \_\_ Under 6 years old\_\_ 6-17 years old\_\_ 18-22 years old\_\_ 23-54 years old\_\_ 55-64 years old\_\_ 65-74 years old\_\_ 75 years and older9. Please check one answer for your race/ethnic group. \_\_ American Indian\_\_ Black non-Hispanic\_\_ Asian/Pacific Islander\_\_ Hispanic\_\_ White\_\_ Multi-ethnic (More than one)\_\_ Other (please specify)10. Please describe your disability. Check all that apply. \_\_ Cognitive Disabilities\_\_ Mental Health Disabilities\_\_ Physical Disabilities\_\_ Sensory Disabilities\_\_ Multiple Disabilities\_\_ Other (please specify)11. Do you have any other comments about the services that help you to live independently? Use this space to reply.12. What county do you live in?\_\_ Albany County\_\_ Allegany County\_\_ Bronx County\_\_ Broome County\_\_ Cattaraugus County\_\_ Cayuga County\_\_ Chautauqua County\_\_ Chemung County\_\_ Chenango County\_\_ Clinton County\_\_ Columbia County\_\_ Cortland County\_\_ Delaware County\_\_ Dutchess County\_\_ Erie County\_\_ Essex County\_\_ Franklin County\_\_ Fulton County\_\_ Genesee County\_\_ Greene County\_\_ Hamilton County\_\_ Herkimer County\_\_ Jefferson County\_\_ Kings County (Brooklyn)\_\_ Lewis County\_\_ Livingston County\_\_ Madison County\_\_ Monroe County\_\_ Montgomery County\_\_ Nassau County\_\_ New York County (Manhattan)\_\_ Niagara County\_\_ Oneida County\_\_ Onondaga County\_\_ Ontario County\_\_ Orange County\_\_ Orleans County\_\_ Oswego County\_\_ Otsego County\_\_ Putnam County\_\_ Queens County\_\_ Rensselaer County\_\_ Richmond County (Staten Island)\_\_ Rockland County\_\_ St. Lawrence County\_\_ Saratoga County\_\_ Schenectady County\_\_ Schoharie County\_\_ Schuyler County\_\_ Seneca County\_\_ Steuben County\_\_ Suffolk County\_\_ Sullivan County\_\_ Tioga County\_\_ Tompkins County\_\_ Ulster County\_\_ Warren County\_\_ Washington County\_\_ Wayne County\_\_ Westchester County\_\_ Wyoming County\_\_ Yates County 13. What region of the state do you live in?\_\_ NORTH COUNTRY: Franklin, Clinton, Essex, Hamilton, St. Lawrence, Warren, Washington, Jefferson, Lewis \_\_ CAPITAL DISTRICT: Albany, Schenectady, Rensselaer, Saratoga, Fulton, Montgomery, Schoharie, Columbia, Greene) \_\_ LOWER HUDSON VALLEY: Westchester, Rockland, Orange, Putnam, Sullivan, Dutchess, Ulster \_\_ SOUTHERN TIER: Delaware, Broome, Tioga, Chemung, Schuyler, Chenango, Otsego \_\_ CENTRAL: Herkimer, Madison, Onieda, Oswego, Onondaga, Cayuga, Tompkins, Cortland \_\_ WESTERN: Chautauqua, Cattaraugus, Erie, Allegany, Wyoming, Orleans, Niagara, Genesee \_\_ FINGER LAKES: Wayne, Steuben, Livingston, Yates, Ontario, Seneca, Monroe \_\_ NEW YORK CITY: Brooklyn, Queens, Staten Island, Manhattan, Bronx \_\_ LONG ISLAND: Nassau, SuffolkDo you live in a rural, urban or suburban location?\_\_ Rural\_\_ Urban\_\_ SuburbanTHANK YOU FOR COMPLETING THIS SURVEY!If you would like to be entered into our drawing for a gift or gas card, please give us your name, address and phone number below so we can contact you if you’ve won:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please send the completed survey to Patty Black at NYSILC by:Email: HYPERLINK "mailto:patty@nysilc.org" patty@nysilc.org or surface mail: New York State Independent Living Council, 111 Washington Avenue, Suite 101, Albany, NY 12210Please complete this by July 12 to be entered in our drawing for a $50 Mobil gift card.See next page for definitions of terms used in questions #2 and #3

**EMAIL**

**Sent:** Wednesday, June 20, 2012 9:48 AM  
**Subject:** EMAIL II OF III: PLEASE DISTRIBUTE & POST DIRECTLY TO CONSUMERS (NYSILC 2012 NAC CONSUMER SURVEY)

[NYSILC logo]

|  |
| --- |
| 111 Washington Avenue, Suite 101  Albany, NY 12210  (518) 427-1060 Voice & TTY  [nysilc@nysilc.org](mailto:nysilc@nysilc.org)  [www.nysilc.org](http://www.nysilc.org) |

June 19, 2012

Dear Consumers,

Listed below is a link to an on-line survey which is part of a statewide effort to help us better identify needs of people with disabilities for the upcoming Statewide Plan for Independent Living (SPIL) in New York for 2014-2016.  This plan could result in targeted projects in your area focusing on the priority needs of people with disabilities.  It is being sponsored by the New York State Independent Living Council (NYSILC) and conducted by Krieger Solutions, LLC a private consulting firm.  We appreciate your candid and thoughtful input. Please be assured that all survey responses will be treated confidentially and that results will only be reported in the aggregate. No individual responses will be reported or in any way identified.

The survey should take less than ten minutes to complete.  To thank you for your assistance with this, after completing the survey you will have an opportunity to enter a drawing for a $50 Mobil gift card.  Two winners will be randomly chosen.

**Click on the following link to participate in the survey:**

[**https://www.surveymonkey.com/s/NYSILCsurvey**](https://www.surveymonkey.com/s/NYSILCsurvey)

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If you have any questions about the survey or any difficulty accessing the survey, please contact: Patty Black at NYSILC [patty@nysilc.org](mailto:patty@nysilc.org) or call 877 397-4126 (Toll free in NY State only) or (518) 427-1060 (Voice/TDD).

In addition, Survey Monkey has been tested with screen readers. Most colleagues have reported that they have been able to navigate and make choices with their screen reader. However, some have had some difficulty. We have attached a Word version of the survey for anyone, including colleagues who use screen readers, to complete and return to the NYSILC office. It includes instructions in the survey for how to complete and return and provide information if the individual wants to enter the gift card drawing. Completed Word surveys will be entered electronically into the Survey Monkey system by staff so they can be included in the collective results.

If you do not have Internet access, your local Independent Living Center may have the survey available on a computer at the Center. To be entered in the drawing, **you must complete the survey no later than July 12th**.  Please complete it as soon as possible.

Thanks again for your assistance.

Brad Williams

NYSILC & the Needs Assessment Committee (NAC)

(Note: Same consumer survey attachment above)

**EMAIL**

**Sent:** Wednesday, June 20, 2012 9:48 AM  
**Subject:** EMAIL III OF III: ADDITIONAL ASSISTANCE WITH NYSILC 2012 NAC CONSUMER SURVEY

MEMO

TO: ILC Colleagues.

FROM: NYSILC Needs Assessment Committee (NAC).

RE: NAC 2012 Consumer Survey.

DATE: 6/19/12.

As a final step that can help to increase participation and responses to the NAC **consumer survey**, it would be greatly appreciated if you would consider setting up a special link to the survey (provided below) on a computer at your center for consumers who do not have access to a computer or the Internet. When possible, invite consumers to take 10 minutes and complete the survey. This **special Survey Monkey link** will allow repeated access to the survey (i.e., multiple site use) on your center computer:

<https://www.surveymonkey.com/s/NYSILCsurveyCNTR>

As each consumer completes the survey and clicks “done,” it will automatically reload and be ready for the next person. Please do NOT send this link out to consumers. As previously mentioned, we are offering those who complete surveys on or before July 12th a chance to enter a drawing for a $50 Mobil gift card. If you are completing the survey from an ILC computer, then you will fill in the appropriate boxes for question # 15 to enter the drawing then click on the "done" button to complete the survey. If you have any questions, please feel free to contact me at (518) 427-1060 or at this email address.

Brad Williams

NYSILC

H. **Next NAC work committee (July)**

1. Finalize Charts/Survey Results (not attached).

**EMAIL**

**Sent:** Wednesday, July 18, 2012 9:16 PM  
**Subject:** Next NYSILC Needs Assessment Committee (NAC) Meeting (7/26 @ 10 am)

**Next NYSILC Needs Assessment Committee (NAC) Meeting**

The next Needs Assessment Committee (NAC) meeting is set for **Thursday, July 26, 2012 at 10 am**. The meeting/call could take up to two hours to finalize the progress of the four questions/work groups. As with previous calls, anyone can attend the meeting face-to-face (mostly Albany-based people) at the NYSILC office, but most individuals will participate by toll free conference call supported by a webinar platform. Use the following steps to participate remotely:

· About 5 minutes before the call, connect to the following link via a computer, [https://kriegersolutions.adobeconnect.com/\_a1005256992/nysilc-nac/](https://remote.nysilc.org/owa/redir.aspx?C=b62133c67ba2458d88f15df007c84397&URL=https%3a%2f%2fkriegersolutions.adobeconnect.com%2f_a1005256992%2fnysilc-nac%2f). You will need to click the option for “enter as a guest” and type in your name in the text box provided, then click “enter room” to join the webinar platform.

· About 1 minute before the call, dial in to the NYSILC conference call line, **1 (866) 279-5424, code: 547150** to fully participate.

Question # 1 is addressed through the first two attached documents (Final NAC Table 15A Institutionalized Population and Final NAC Question 1 Data Chart 71812). Question # 2 is related to the third item attached above (Final NAC Q2 Data Charts Updated 71812). Question # 3 is answered based on the results on the collective consumer survey responses. Question # 4 results are based on the results of the collective center survey responses. The last two items, collective results for Questions # 3 and 4, will be connected via the webinar platform to Survey Monkey and reviewed by Alan.

**We strongly recommend you participate via the webinar platform in order to directly connect to the Survey Monkey results.**

It is our goal to review and finalize the data/results for the four key questions (with any last minute changes) on the call so that the needs assessment can proceed to the next (and final) stage.

**AGENDA**

* Question # 1:
  + Review and finalize NAC Table 1.5A (See attached).
  + Review and finalize NAC Question 1 Data Chart – Tables 1.1-1.7 (See attached).
* Question # 2:
  + Review and finalize NAC Q2 Data Charts (See attached).
* Question # 3:
  + React to collective consumer survey results via webinar platform.
* Question # 4:
  + React to collective center survey results via webinar platform.
* Other.
* Next steps.
* Next meeting?

**Attachments:** Q # 1 Tables (institutionalized population and penetration and inundation analysis), Q # 2 table, results from Q # 3 and # 4 in power point. Not provided because results will be in final report.

* **Online review of draft report (Email)**
  + Draft report (not attached).

**EMAIL**

**Sent:** Monday, September 17, 2012 1:28 PM  
**Subject:** Review of DRAFT NAC Report

Dear NAC Members:

Alan sent me the attached draft copy of the needs assessment report. He asked that we review it and provide critical feedback. I have reviewed an initial version and made initial track changes to the attached draft NAC report. When I have more time, I plan on providing input to two key sections that Alan highlighted in yellow: 1) Executive Summary and 2) Conclusions and Recommendations. We may need a conference call to facilitate a list for these sections.

For your feedback, please reply to all. You can use track changes or provide comment separately if it works better. Please identify any language or terminology issues, if anything is vague or confusing, whether data works well in text versus what’s in the Appendix, along with any other comments. When he has more time this weekend, Alan will look into adding a few more relevant comments (based on survey feedback) and see about comparing results from NYAIL’s survey (4 year look back).

The report is certainly taking shape!

Brad Williams

NYSILC

**Attachments:** Draft Needs Assessment report. Not provided because final report provided.

A copy of the 2012 NYSILC Needs Assessment is posted at the following link on the NYSILC website: <http://www.nysilc.org/primary_source/FINAL-2012-NYSILC-Needs-Assessment-Report-10-11-12.pdf>