



MEMORANDUM

Phone: 425-452-2824
Date: March 1, 2011
To: Parks & Community Services Board
From: Alex O'Reilly, Human Services Planner
Subject: 2011-2012 Human Services Needs Update
Information Only

Every two years, the Human Services Division staff prepares a comprehensive needs assessment, The Bellevue Human Services Needs Update, that presents an overview of the key health and human services issues and trends in Bellevue, and also references relevant regional, county, state and national data. This report, sponsored by the Human Services Commission, is used by the Commission as a guide when they review requests for funding from both the City's general fund as well as federal Community Development Block Grants. It also helps staff to focus their activities over the next two years in key collaborations, such as involvement in sub-regional committees or partnerships. In addition, the report has been used extensively by human services agencies in grant writing, and by community groups, faith communities, and other City departments for planning purposes. Especially during the ongoing economic downturn, this report will supply critical information on the needs of Bellevue residents so that the community can focus on ways to help.

For your information, at your meeting on March 8th I will give a brief overview of the timeline for the 2011-2012 report, due to be released in early 2012. I will also explain how and from whom these data are obtained. Included with this memo is the timeline and a copy of the summary of the last Needs Update report.

For those who are not familiar with the Needs Update, I am attaching a link to last year's report which is located on the City's website. http://www.bellevuewa.gov/humanservices_needs_update.htm

If you have any questions before March 8th, please feel free to contact me at 425-452-2824 or via email at aoreilly@bellevuewa.gov

2011-2012 Human Services Needs Update Draft Timeline
January 2011

January

- Finalize phone survey contract
- Begin updating data as feasible
- **Obtain feedback from the Human Services Commission on usefulness of last Needs Update, and ideas for current Update including Focus areas (1/20)**

February

- Staff brief Patrick Foran, Terry Smith and Councilman Chelminiak about the overall timeline and focus of the Needs Update
- Begin making contacts for community conversations and key informant interviews
- Prepare various surveys for distribution
- Phone survey begins in the field late February
- **Update Human Services Commission about opportunities for involvement in community conversations (2/15)**

March

- Staff brief City Council on Needs Update timeline (**March Study Session tbd**)
- Continue to schedule community conversations, consumer survey sites, key informant interviews
- Staff brief Bellevue Network on Aging (3/3) and Parks and Community Services Board (3/8)
- Send online Faith Communities survey
- **Ongoing updates to Human Services Commission**

April

- Send online provider surveys
- Continue community conversations, consumer surveys, key informant interviews
- **Ongoing updates to Human Services Commission**

May

- Compile data from consumer, employee and provider surveys
- Complete community conversations and key informant interviews
- **Ongoing updates to Human Services Commission**

June-August

- **Presentation of phone, consumer, and provider survey data to Human Services Commission (6/7)**
- **Staff continue collecting data and begin writing report**
- **Human Services Commission receives first draft of report without appendices the week of 8/22**

September

- **Presentation of key themes in Needs Update to Human Services Commission (9/8)**

October

- **Staff complete final draft of report, including formatting and proofreading**
- **Human Services Commission receives final draft for review week of 10/18**

November

- **Human Services Commission approves final draft (11/15)**

December

- **Staff arranges for printing, final proofreading**

January 2012

- **Staff presents report to City Council (tbd)**
- **Report posted on city's website, link send out to providers, community members; limited numbers will be printed and distributed upon request**