



# MEMORANDUM

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**Phone:** 425-452-2824

**Date:** June 1, 2015

**To:** Parks & Community Services Board

**From:** Alex O'Reilly, Human Services Planner

**Subject:** 2015-2016 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 the federal Community Development Block Grant. It also helps staff to focus their activities over the next two years in key collective impact efforts, such as involvement in sub-regional committees or local 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. This report will supply critical information on the needs of Bellevue residents.

For your information, at your meeting on June 9th I will give a brief overview of the timeline for the 2015-2016 report, due to be released in early 2016. I will also describe where we obtain our data, including surveys, key informant interviews and community conversations. Included with this memo are the timeline and a copy of the summary of the last Needs Update report. I am looking forward to getting your input on our planning efforts and what you believe are human services needs in the community.

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](http://www.bellevuewa.gov/humanservices_needs_update.htm)

If you have any questions before June 9th, please feel free to contact me at 425-452-2824 or via email at [aoreilly@bellevuewa.gov](mailto:aoreilly@bellevuewa.gov)



## **2015-2016 Human Services Needs Update 2015 Timeline**

### **January**

- Finalize phone survey contract

### **February**

- Begin making contacts for community conversations and key informant interviews
- Prepare provider survey
- Phone/online survey begins in the field March
- Obtain feedback from the Human Services Commission on usefulness of last Needs Update, and ideas for current Update including Community Conversations (2/3/15)

### **March**

- Staff brief Patrick Foran, Terry Smith and Camron Parker about the overall timeline and focus of the Needs Update
- Continue to schedule community conversations and key informant interviews
- Ongoing updates to Human Services Commission

### **April**

- Continue community conversations and key informant interviews
- Begin distributing consumer surveys
- Send out online Providers Survey (4/15/15)
- Ongoing updates to Human Services Commission

### **May**

- Staff brief City Council on Needs Update timeline (5/18/15 Study Session)
- Compile data from consumer and provider surveys
- Complete community conversations and key informant interviews
- Ongoing updates to Human Services Commission

### **June-August**

- Staff brief Parks & Community Services Board (6/9/15)
- Presentation of phone, consumer, and provider survey data to Human Services Commission (6/16/15)
- Staff continue collecting data and begin writing report

**September**

- Human Services Commission receives first draft of report without appendices the week of 9/3/15
- Presentation of key themes in Needs Update to Human Services Commission (9/15/15)

**October**

- Staff complete final draft of report, including formatting and proofreading

**November**

- Human Services Commission receives final draft for review week of 11/3/15
- Human Services Commission approves final draft (11/17/15)

**December**

- Staff arranges for printing, final proofreading

**January 2016**

- 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