

“Identifying Our Needs: A Survey of Elders”

1. Start the process of getting your resolution signed
2. Count your elders
3. Begin conducting interviews
4. Mail signed resolution
5. Mail completed surveys
6. Receive report

How to Get Started

Step 1: Resolution (getting permission)

A new resolution is required for each cycle of surveys.

[For past participants: the resolution is nearly the same as for previous cycles.]

- The resolution allows for participation in the application for federal assistance for Native American Title VI Grants.
- The resolution ensures the data belongs to the tribe and makes certain the tribal council receives a copy of the data to assist them in decision making.
- The National Resource Center in North Dakota processes the data and is the prime contact for tribes, Alaska villages, and Hawaiian homelands. The resolution allows the National Resource Centers in North Dakota, Alaska, and Hawaii access to the aggregate data file for analysis.
- A copy of the resolution is available on our website www.nrcnaa.org. Under **Needs Assessment**, click on the [Assessment materials](#) link; then on the **Needs Assessment, Identifying Our Needs: A Survey of Elders** page click on [Assessment materials](#) again. Then select [Tribal Council Resolution Fill-In Form](#) or call (800) 896-7628 and we will mail you a copy.
- Email the completed resolution to: info@nrcnaa.org or mail the document to us at:

National Resource Center on Native American Aging
Center for Rural Health
UND School of Medicine, Room 4535
501 N. Columbia Road, Stop 9037
Grand Forks, ND 58203-9037

We cannot begin processing your surveys until we receive the resolution.

Step 2: Count your elders

As soon as you begin the process of getting your resolution signed, give us a count of enrolled tribal members in your service area who are 55 years of age and older. This count allows us to determine the number of surveys you will need for an appropriate sample size.

- Please contact Ann Miller at (800) 896-7628 with the number of elders in your service area. We will help you determine the number of surveys needed for representation and how to select randomly from your list of elders.
- We do not need the names of any elders. We do not keep a record of the names of any elders.
- We will mail an appropriate number of surveys to you. There will be extras for training, practice, and replacements. Please do not use old surveys or photocopies. If you need more surveys, please contact us.

Step 3: Interviewing elders

Interviewing elders is the most important step in the survey process.

- As an interviewer you represent your community or agency. It is important to make the elder feel comfortable. The needs assessment requires gathering and recording answers that pertain to the survey, however, it is not necessary to pry for answers or insist upon cooperation from the elder being interviewed.
- The survey is completely voluntary. The consent form (available on our website) allows the elder to decide about participating and gives them the choice to stop at any point and/or not to participate in certain questions. [They do not have to answer every question.] We would like your interaction with the elders of your community to be a positive, pleasant experience.
- The interviewer's guide and consent form are on our website, www.nrcnaa.org. Under **Needs Assessment** click on [Assessment Materials](#); this takes you to the **Needs Assessment, Identifying Our Needs: A Survey of Elders** page. Click on [Assessment Materials](#) in the middle of the page. On the **Assessment Materials** page select [Interviewers Guide](#). Please call (800) 896-7628 if you want us to mail copies to you.

Step 4: Mail the signed resolution document to us

National Resource Center on Native American Aging
Center for Rural Health
UND School of Medicine, Room 4535
501 N. Columbia Road, Stop 9037
Grand Forks, ND 58203-9037

Remember we cannot begin processing your surveys until we receive the resolution.

Step 5: Mail surveys for processing

Processing of surveys is done at the National Resource Center in North Dakota.

- After all interviews have been completed, send your surveys back to us at:

National Resource Center on Native American Aging
Center for Rural Health
UND School of Medicine, Room 4535
501 N. Columbia Road, Stop 9037
Grand Forks, ND 58203-9037

- Make sure they are not bent and there are no stray marks anywhere on the pages.
- Surveys will be scanned by the NRCNAA.
- Original surveys are stored in locked files in our office for ten years, and then destroyed.

Step 5: We return data to you and your tribal council

You will receive a copy of the needs assessment report and an explanation of how results can be used. We will mail you:

- A document that compares your results with national figures.
- Instructions on how to use the information for completing grant applications.

Additional Information

RESOURCES:

The National Resource Center on Native American Aging website, www.nrcnaa.org, has additional information about us and the resources we can provide.

BENEFITS:

- The needs assessment survey and analysis of results are free of charge to participating service areas.
- Completion of the needs assessment fulfills AoA requirements for Title VI Nutrition and Caregiving Grants.
- Needs assessment survey data can be used to document disparities, strengthen grant proposals, advocate for elderly resources, and determine the type of long-term care facility/services that are best suited for a community.
- Past participants in the needs assessment have the added benefit of trend data to determine if changes are occurring among chronic disease rates, functional limitation, exercise, and other variables.
- The NRCNAA is recognized nationally for its assistance with Native elder issues. In Cycle II of the needs assessment over 145 sites and 342 tribes participated. In Cycle III 127 sites representing 298 tribes, villages, and homesteads participated. Cycle IV was the best yet with 166 service areas representing 303 indigenous nations and 18,078 elders participating in the needs assessment. In Cycle V 142 service areas representing 262 tribes and 17,049 elders.