

Adult Needs Assessment Process

Westmoreland County Behavioral Health and Developmental Services has developed a needs assessment process to make informed decisions regarding adult (18 years of age and older) behavioral health services/programs within the county; the purpose or expected outcome of our process will be to provide the county needed information to make decisions regarding, but not limited to, access to services, quality of services, availability of specialized treatment and support services, and to address any potential system issues and needs.

To carry out the adult needs assessment functions, there will be a designated key group of individuals involved throughout the process referred to as the Core Group. The Core Group is a small group of key stakeholders including county behavioral health staff, managed care organization representatives, base service unit representation, representatives from our oversight entity, and a consumer representative; most of the work completed in the needs assessment process will occur within this group of participants.

**** Outcomes of Need Assessment requests do not guarantee the development of new programs, expansion of previously existing programs/services, or changes to services as they currently operate.**

The adult needs assessment process is described below in more detail. At any time, questions about the process may be directed to the Westmoreland County BH/DS office at 724-830-3617.

Need Assessment Process: For circumstances when a potential need is identified in the community and a timely response is necessary, the needs assessment process may be initiated. The process can be initiated with a written request from a consumer, family member, community member, provider, or system partner; this process is to be used for decision making purposes and service planning (examples: expansion and/or addition of an adult behavioral health program, data collection for a grant proposal, etc.)

1. Identification of need

When a consumer, family member, community member, provider, or system partner, feels that there is an unmet need or service in the county, they may initiate the need assessment process with a written request; this written request is made to the county BH/DS office and should identify the specific unmet need, supporting documentation/rationale and expected outcome. *The needs assessment process is not to be utilized for individual consumer needs or crisis/emergency situations; this process is to address the potential unmet needs of the adult behavioral health system.* The needs assessment process will be used when a decision is needed regarding a system services need for adults within the county.

2. First Core Group meeting

When a request is received the needs assessment process begins with a Core Group meeting, this is to review the request and make decisions regarding the type of information and data collection that may be necessary. This first Core Group meeting will be scheduled as soon as possible following receipt of the written request. Based on the nature of the needs request, the Core Group will determine the amount of time necessary to complete the review. Most reviews are expected to be completed within 60 business days however extenuating circumstance may occur which can delay the completion of the process.

3. Review of data analysis and final determination

After the data collection is complete, the Core Group will meet once again to review and analyze the data; the Core Group members will reach a decision to the need request and determine if additional action is needed to address request.

4. Response to request

Following the second Core Group discussion and final determination, a written response will be made to the requestor which will include a final determination of need. *In some cases, additional actions and/or information is needed to make an informed decision; when this occurs, additional time may be needed to complete our review.*