

# COMMISSION ON ASIAN PACIFIC AMERICAN AFFAIRS

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Needs Assessment Board Discussion Questions

January 20, 2018

*The commission shall examine and define issues pertaining to the rights and needs of Asian Pacific Americans, and make recommendations to the governor and state agencies with respect to desirable changes in program and law.*

RCW 43.117.070

# Needs Assessment Overview

- The Commission is launching a needs assessment of Washington's Asian American and Pacific Islander communities to increase opportunities to make their voices and unique needs heard at the state level.

# Needs Assessment Overview

- The Commission will use the results to collaborate with other state agencies and policymakers to address the unique needs of AAPIs in order to improve equity and access in regards to state policies and programs.

# Launching the Assessment

## **Proposed Activities**

- Develop scope/methodology
  - Stakeholder outreach to communities and state agencies
  - Survey and focus group instruments
  - Secure research and/or data experts as needed
- Data collection
  - Mixed methods: focus groups and surveys
  - Supplement with existing state and federal data
- Report out is ongoing
  - Community and stakeholder meetings
  - Online and print (language accessible)

# 2018 Timeline

| Date             | Activities   |
|------------------|--|
| 1/20/2018        | Commissioners determine selected population and brainstorm issues  |
| 2/28             | Commissioners reviewed survey/questionnaire; provided feedback   |
| 3/1-4/15         | Hire research assistants, train RA<br>Survey/questionnaire send out to key stakeholders for review and feedback<br>Commissioners reach out to key stakeholders to inform about need assessment |
| 4/15-5/15        | Coordinate focus groups  |
| 5/15-8/31        | Research assistants with help of commissioners conduct focus groups<br>Survey emailed out  |
| 9/1-10/15        | Data cleaning, analysis, develop report  |
| 10/15-12/31/2018 | Disseminate information back to community<br>Commissioners use data to inform legislative priorities   |

# 2019 Timeline

| Date      | Activities   |
|-----------|--|
| 1/20/2019 | Commissioners determine selected population  |
| 2/28      | Commissioners review 2018 process; provided feedback   |
| 3/1-4/15  | Hire research assistants, train RA<br>Survey/questionnaire send out to key stakeholders for review and feedback<br>Commissioners reach out to key stakeholders to inform about need assessment |
| 4/15-5/15 | Coordinate focus groups  |
| 5/15-8/31 | Research assistants with help of commissioners conduct focus groups<br>Survey emailed out  |
| 9/1-10/15 | Data cleaning, analysis, develop report  |

# Funding

- \$14,000 in FY 18
- Additional funds in FY 19
- Cost
  - Research assistants stipend
  - Consultants (ex. Statisticians)
  - Travel cost
  - Space rental cost
  - Food for focus groups
  - Research materials (recorders, statistical program, flipchart, pens)
  - Dissemination of data (printing, insert as ads in newspaper, etc.)



# Brainstorm: What issue areas should be included?

- Broad issue areas: education, economy, environment, health & human services, civic engagement, access to government, civil rights
- Specific needs: emergency preparedness, school attendance, language access, community development

# Brainstorm: Who are we going to survey?

- Alignment with upcoming board meetings: Vancouver, Wapato, Spokane, and Tacoma
- Ethnic communities
- Issue areas/pressing needs
- Key leaders and community groups
- Youth, families, elders

# Brainstorm: How many groups per year?

- 2018
  - Phase one: 3-5 groups
- 2019
  - Phase two: 3-5 groups

# Commissioner Support

- Examples: Formation of a workgroup, outreach, attend focus groups, distribute surveys, etc.

Other input or questions?