One Needs Assessment (ONA) Fidelity Tool

BEFORE

1. **Preview One Needs Assessment Tool and District Question Selection:** Facilitator reviews both the ONA tool and the ONA questions to know what data is needed and to inform team composition
2. **Facilitation Process:** District Facilitator determines if an outside facilitator (SST) should be considered to support the process.
3. **Team Membership:** Facilitator invites members of the DLT and/or BLT with the specific knowledge/skills to analyze data to answer ONA questions.
4. **Timeline:** Facilitator determines the timeline for completion including internal deadlines for buildings and districts to meet the Department's deadlines.
5. **One Needs Assessment Building Level:** District Facilitator and/or team determines who will facilitate the buildings' processes and what support is needed.
6. **One Needs Assessment Questions:** Facilitator prepares how the team will use the required, recommended, and/or additional ONA questions and identifies potential data sources to inform their use of the root cause analysis process.
7. **Data Preparation:** Facilitator ensures that the data necessary to respond to the ONA questions and the root cause analysis is identified, aligned, and prepared in an understandable format for analysis.
8. **Root Cause Analysis Protocol:** Facilitator determines which root cause analysis protocol to use to facilitate the process and prepares any necessary materials/resources.
9. **Urgent Need/Priority Needs**: Facilitator considers how the team will determine which needs from the One Needs Assessment become the urgent/priority needs to send to the One Plan.
10. **Norms:** Facilitator determines how norms will be established and secures any necessary resources for the team.
11. **Mindsets:** Facilitator considers how they will support the team to keep focused on the HOW and WHY something happened, not WHO was responsible, to determine root causes within the control of the team.
12. **Materials Prepared in Advance:** Facilitator ensures that each member receives copies (paper or electronic) of data and any materials needed for the root cause analysis protocol and arranges for a room set up with a laptop, projector, internet connection, and conference phone (video if possible) for any participants joining remotely.

Root Cause Analysis Blueprint

What is the problem?	Who are the team members?	What are the data sources?	What are the possible causal factors to the problem?	What might be some corrective & preventative solutions?

5 Whys – Problem Solving

* Allow each answer to form the basis of the next question.

- Why does this problem exist? –
- Why? –
- Why? –
- Why? –
- Why? –

Root Cause (Rough Draft):

Checkpoint #1	**Checkpoint #2**	**Checkpoint #3**	**Checkpoint #4**	**Checkpoint #5**
• Can the root cause be addressed through one of the Implementation Drivers ?	• Is the root cause something the team can influence, control, and impact? • Is it focused on adult actions?	• Is the root cause supported by data?	• Is the root cause logical? • Does the root cause make sense? • Does the root cause provide clarity to the problem?	• Will the root cause resolve the problem, or prevent similar problems from occurring?
If not, now what…	**If not, now what…**	**If not, now what…**	**If not, now what…**	**If not, now what…**

Root Cause (Final Draft):

DURING and AFTER – One Needs Assessment Fidelity Checklist

1. Overview: Facilitator provides an overview of the purpose of the One Needs Assessment including the process the team will use to engage in root cause analysis and which questions will be addressed.
2. Norms: Facilitator works with the team to establish team norms and selects someone to monitor the team's use of the norms throughout the process.
3. Mindsets: Facilitator supports the team members to keep focused on the HOW and WHY something happened, not WHO was responsible.
4. Data Presentation: Facilitator and/or other team members share the data and lead the team through a thorough data analysis in order to provide enough information to engage in the root cause analysis process.
5. One Needs Assessment Questions: Facilitator supports the team to integrate the One Needs Assessment questions and data into their root cause discussion.