

Department of Family and Consumer Sciences

SUPER Tips on Needs Assessment, Creating Events and Delivery Modules

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The needs assessment module in SUPER is designed to help county agents identify and prioritize needs in their county. Agents are expected to use needs assessment findings to inform their plans for the upcoming year. These results also contribute to the federally required annual plan of work for all land-grant university Extension programs.

Needs Assessment Module Sections

Key Findings Section

Complete this section when you have finished your needs assessment. Provide a synthesis of the information collected across the different needs assessment strategies used. One way to structure this synthesis is by answering the following questions:

- What are the top needs?
- Did different groups identify different needs?
- What were the top locations for programming?

Data/Document Review Section

This section is required for all agents. Include key data findings from credible sources. Sources of information include:

- U.S. Census
- Kids Count
- County Health Rankings
- Feeding America

Refer to UT Extension Publication PB1931: UT Family and Consumer Sciences Guide to Needs Assessment 2025 for additional data sources. The data review summary should include county demographics and data relevant to the four FCS knowledge areas.

County demographic data includes:

- Total population
- Income
- Race/ethnicity
- Education

Report data for your county that demonstrates where FCS programming would be impactful:

- Community Health
 - Chronic diseases
 - Obesity
 - Rates of physical activity
- Consumer Economics
 - Employment rates
 - Home ownership
 - Poverty
- Human Development
 - Divorce rate
 - High school dropout rates
 - Mental health issues like rates of depression, substance misuse, and suicide
- Nutrition and Food Safety
 - Food insecurity
 - Obesity

While reporting all strategies of assessment is not required, a strong needs assessment includes the data/document review plus two to three additional strategies.

Six strategies listed in the needs assessment SUPER module:

- **Advisory Group Meeting** – Meeting with appointed county advisory group members
- **Focus Group Meeting** – Targeted discussions with a selected populations (e.g., 4-H parents, ag producers, parents of preschoolers)
- **Key Informant Interview** – One-on-one interviews with individuals with specialized knowledge and perspectives (e.g., school principals, senior center administrator, banker or loan officer, local Farm Bureau board president)
- **Observation** – Planned or unplanned assessments of practices, assets and the built environment.
- **Stakeholder Meeting** – Input from groups such as FCE members, Cattleman Association, Head Start parents
- **Survey** – Analysis of responses from paper and/or online surveys

Reporting Guidance by Strategy

Advisory Group:

- Include date(s)
- Name of advisory group(s): Examples include FCS Advisory Committee, Ag Committee, TNCEP Coalition, Health Council
- Summarize main discussion points

Focus Group:

- Include date(s)
- Report key needs identified by participants

Key Informant Interview:

- Include date(s)
- Note informant's area of expertise
- List main needs identified discussed

Observation:

- Describe what was observed
- Report identified needs

Stakeholder Meeting:

- Include date(s)
- Name of stakeholder group(s):
- Summarize key discussion points

Surveys:

- Identify the target audience for survey:
- Summarize main survey findings

Refer to UT Extension Publication PB1931: UT Family and Consumer Sciences Guide to Needs Assessment 2025 and UT Extension Publication PB1839: Needs Assessment Guidebook for Extension Professionals for more details and information about how to conduct needs assessments.

Best Practices for Creating an Event in SUPER

Event Details

- Create a **title** for your event. If this is a program in your county, make sure to include your county name at the beginning of the title. (Ex. Cannon County Canning College)
- Select the appropriate **Training Type** (county or multi-county) and **Delivery Method** (face to face, web-based, etc).
- Set a Registration Deadline.
- Provide a **Description** of the Event ($\leq 1,000$ characters) with key information such as:
 - Resources needed

SUPER Tips on Needs Assessments, Creating Events and Delivery Modules

- Resources provided
- Expected learner outcome
- Intended audience
- Prerequisites

Co-Facilitators

- Use dropdown menus to add internal co-facilitators.
- For multi-county events, locate co-facilitators by county/department name.
- External facilitators can be added after the event is created.

Multiple Sessions

- Use the dropdown to indicate whether the event includes more than one session.
- If multiple, you'll be able to edit each individual session later.

Reaching Underserved Audiences

- If the event serves underserved audiences, check the box and select applicable methods (e.g., adjusted teaching methods, American Sign Language Interpretation, Spanish materials, programs held in underrepresented areas). Choose all that apply.

Extension Provided Travel

- Check the box if any participant will require travel expense reimbursement.

Filters

- Select appropriate filters:
 - Base program
 - Research knowledge area
 - Topic

Refer to the select [FCS Impact Booklet](#), *Impacts and Indicators* on the internal resource page for guidance on selecting key words for your program.

Create

- Submit your event. Once submitted, you may edit individual sessions.

Delivery Module

1. **Completed Events** will be exported to the delivery module with “(Event)” in the title. Most programming should be logged under events.
 - Activities that don’t allow participant registration (e.g., radio segments, newspaper articles, social media reach) should be entered as **Agenda Programming** under **Add Programming Activity**.
2. If the activity was listed in your **Individual Action Plan**:
 - Log it under **Agenda Programming**, selecting your plan name from the Program dropdown.
 - If not listed in your plan, log it under **Base Programming** (e.g., Family and Consumer Sciences).

At year-end, create **Impact Statements** for both your Agenda and Base Programming to reflect report your year’s work. These statements should include:

- **Response**
- **Results**
- **Success Story**
- **Outcome Statement**

Impact statements show the results of programming efforts and connect back to the needs identified earlier in the year.

Online Resources

U.S. Census: [census.gov](https://www.census.gov)

Kids Count: datacenter.aecf.org

County Health Rankings: countyhealthrankings.org

Feeding America: feedingamerica.org

UT Extension Publication PB1931: UT Family and Consumer Sciences Guide to Needs Assessment 2025: tiny.utk.edu/PB1931

UT Extension Publication PB1839 Needs Assessment Guidebook for Extension Professionals: tiny.utk.edu/PB1839



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