



Seven Best Practices When Conducting a Community Needs Assessment with Asian American and Pacific Islander (AAPI) Older Adults

***Purpose:** To adopt a culturally and linguistically appropriate approach to assess the needs of AAPI older adults, so an organization can take action, set priorities, allocate resources, and ensure equitable access to appropriate services.*

BEST PRACTICE 1: Form an AAPI Advisory Committee

Initiate a voluntary AAPI Advisory Committee*

OR

Contract with AAPI experts to establish a AAPI Advisory Committee*

BEST PRACTICE 2: Conduct a Review of Existing Data on AAPI Older Adults and Develop a Plan

Review existing records (e.g., service utilization, needs assessments) and government databases (e.g., U.S. Census, local health department) to understand the current landscape and to assess gaps in AAPI data

AND

Engage AAPI Advisory Committee in plan development (i.e., timeline, budget, responsibilities, goals, objectives)

BEST PRACTICE 3: Modify Survey Instrument to be Culturally and Linguistically Appropriate

Integrate AAPI specific measures into survey instrument*

AND

Translate into AAPI language(s)

AND

Pretest survey instrument; make survey modifications based on findings

BEST PRACTICE 4: Tailor Survey Methods to the Targeted AAPI Community

Identify AAPI population counts and subgroups in your community

AND

Tailor outreach and recruitment methods to the specific AAPI community that is being surveyed*

BEST PRACTICE 5: Conduct Interviews In-Language

Recruit bi-lingual volunteer interviewers*

OR

Hire bi-lingual interviewers*

AND

Provide training to bi-lingual interviewers

BEST PRACTICE 6: Translate and Transcribe Data

Translate the findings into English and transcribe the data

AND

Consult with the interviewer to confirm that the data was translated correctly; make necessary edits

BEST PRACTICE 7: Publish and Disseminate Results Broadly

Self-publish the results broadly to increase available data on AAPI older adults

AND

Integrate the findings and recommendations into strategic plans and to target resources

*Consult with AAPI Advisory Committee (AAPI-serving community based organizations, AAPI community leaders, churches, etc.)

What else to Consider?

- ✓ Implementation **will** require additional resources (i.e., time and money).
- ✓ Maximize available resources, such as: local universities/ colleges (e.g., Urban and Regional Planning department, student interns, academic researchers); donated resources (e.g., venue space); multilingual staff; local foundation funding; and technical assistance through NAPCA's National Resource Center on AAPI Aging.
- ✓ These best practices often overlap throughout the needs assessment

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