HSE-480 Final Project

Your Name

Southern New Hampshire University

**Table of Contents**

[Abstract OR Executive Summary 3](#_Toc512855561)

[Introduction 4](#_Toc512855562)

[Overview of Community and Problem 4](#_Toc512855563)

[Methodology 4](#_Toc512855564)

[Literature Review 5](#_Toc512855565)

[Needs Analysis 6](#_Toc512855566)

[Human Services Program Proposal 7](#_Toc512855567)

[Statement of Need 7](#_Toc512855568)

[Program Proposal Description 7](#_Toc512855569)

[Goals and Objectives 7](#_Toc512855570)

[Intervention 7](#_Toc512855571)

[Staffing/Administration/Resources Needed 8](#_Toc512855572)

[Program Evaluation Plan 8](#_Toc512855573)

[Program Implementation and Stakeholder Communication 8](#_Toc512855574)

[References 9](#_Toc512855575)

[Appendix A Logic Model 10](#_Toc512855576)

[Appendix B Implementation Plan 11](#_Toc512855577)

[Reflection 13](#_Toc512855578)

# **Abstract OR Executive Summary**

<https://owl.english.purdue.edu/owl/resource/560/01/> For your executive summary write an abstract. You can title it Executive Summary if you want according to the directions. Either title will work for me.

HSE-480 Final Project

# **Introduction**

Add a few introductory sentences.

# **Overview of Community and Problem**

**Community**

Select a community use data to describe it-income, age, race, ethnicity, religion, culture, education level, house ownership rate, etc.. Consider describing the physical location of the community, whether it is rural, suburban or urban, and any other factors related to the community that should be understood by the reader.

**Problem**

Describe the selected problem in that community (find and describe briefly existing community needs assessment and other data to show it is a problem). Your review of the community should be more in-depth your description of the problem can be briefer because you will expand on it in the literature review.

**Formal and Informal Resources**

What **formal** (agencies) organizations in the community are trying to address the problem and how? What **informal** resources (e.g., self-help groups, volunteer groups, neighborhood groups, family members—all unpaid) are trying to help address the issue in the community?.

**Community Social, Political, Historical Trends**

Mention **social, political or historical** events or **trends** in this section. How have politicians been addressing the issue? How has the community view of the issue changed or not changed? Were there historical events in the community that impacted the problem?

**Key Stakeholders**

What **community stakeholders** might be interested in or impacted by this problem (e.g., the mayor, the judge, specific neighborhood members, police, schools)? Be specific.

# **Methodology**

Your methodology is a brief systematic literature review. Follow the format below and just change the information in it to match your project.

A brief systematic literature review was completed for this Capstone project. This method of research was selected due to the constraints of an 8-week term and the need to utilize existing data for this project.First, a search of Internet websites that end in .org, .edu, and .gov was conducted using search terms: issues facing the aging population, challenges in elder support, gaps in aging care services, availability of long-term services and supports for the aging population, support for family caregivers, and availability of home and community-based services in Pennsylvania and research-based, evidence-based, best practices programs.

Second, a search of (This will be a list of data bases you used for your search) Shapiro Library Database, Summon Multi-search using searching disciplines of public health, social sciences, social welfare and social work, sociology, and gerontology, using publications which include but is not limited to the Journal of the American Geriatrics Association, Pittsburg Post-Gazette, American Journal of Public Health, Journal of Family Social Work, and Journal of Housing for the Elderly. The search was conducted using (This will be a list of the search terms you used) search terms prevalence of caregiver shortages, affordability and accessibility of long-term support and services, trends in aging in place for older adults, historical trends of caregivers, social and cultural factors related to racial and ethnic older persons, and analysis and inventions to home and community-based services and programs.

Third, the rules for inclusion and exclusion were applied. Research was included in the literature review if it was published between (This will be your date span used) 2004 and 2016, and having a URL that ended in .gov, .edu, or .org.

(Describe the steps that you used to organize your information) Fourth, once all articles and reports were collected, the key facts and statements relating to the research question were highlighted in each article and organized under the following categories: prevalence of the national issue, state issue, and local issue, evaluation of information collected regarding the availability and accessibility of aging programs with best practices programs and interventions addressed. The findings from this analysis have been utilized to develop a human services program proposal to address the need in the community.

# **Literature Review**

(Here are some steps on how to write a lit review-<https://owl.english.purdue.edu/owl/resource/994/04/>

Use articles from databases and online sources (.edu, .org or .gov sites) and summarize the key points made in the literature under the following subheadings:

**Prevalence of the Issue**

How prevalent is the issue in the area and who does it impact? (more detailed description --include at least race and ethnicity, age, income-- of the problem) In the community? the state? Nationally? Internationally if appropriate.

**National Social, Political, Historical Trends**

Look for **social, political**, **historical trends** in the literatue that impact the problem beyond the local community.

**Cultural Considerations**

Based on the demographics of the community selected (you described them in the “Overview of the Community” section of this Capstone), what **cultural** issues will you need to consider in your program proposal? For example, if the data used in your Community Overview section indicates that a large majority of residents do not have a college degree, what does the research say about best practices in working with community members whose reading may be high school level or less? There are always cultural considerations.

**Legal Issues**

Are there any **policies or laws** that impact the problem and could impact implementing a program to address the problem? (e.g., HIPAA, FERPA, 42CFR, minor rights)

**Ethical Issue**

Go to <http://www.nationalhumanservices.org/ethical-standards-for-hs-professionals> and read the Ethical Standards. What **ethical** issues (e.g. confidentiality, informed consent—compare with NOHS ethical standards) impact the problem? What needs to be considered in addressing the problem?

**Other Community’s Solutions**

What are other communities (cities, counties, states, federal government) doing to address the issue? What evidence-based programs (research on the program shows it works with that population, that culture, that age) are they implementing to address the problem? Name specific programs. What is working or not working? How are communities addressing **cultural** issues when addressing the problem? What can you learn from other communities to **advocate** for **individuals, families**and **communities**in addressing the issue?

**Communication Strategies**

How can you “sell” the program to **key community stakeholders**? What **communication strategies or tools** work? (e.g., social media to reach teens). The strategies must be supported by research that indicate they work.

# **Needs Analysis**

Now analyze the information (summarize your “findings”) you collected in the literature review. This section should be no more than 2 paragraphs.

# Human Services Program Proposal

# **Statement of Need**

(This starts Part II of your Capstone Project. Now based on what you found in your research, you will recommend ONE program or practice be implemented in your community because research says it works and it is a good fit with your community. )

In a few sentences restate the need to address the issue in the community.

# **Program Proposal Description**

Pick ONE of the evidence-based programs or practices you found in your literature review that you think the community could use to address the issue. Describe the program and what it takes to implement it. Discuss why it is a good “fit” with the community based on the cultural considerations, legal and ethical considerations, and social/political/historical trends described in the literature review.

# **Goals and Objectives**

See sample Logic Model in Appendix A. Fill out the Logic Model with your project information then write a few sentences summarizing those goals and objectives here and refer to (Appendix A). Note that the objectives must be measureable and resulting data demonstrate that you met your goal.

# **Intervention**

See sample Logic Model in Appendix A. Fill out the Logic Model with your project information then write a few sentences summarizing those intervention here and refer to (Appendix A).

# **Staffing/Administration/Resources Needed**

See sample Logic Model in Appendix A. Fill out the Logic Model with your project information then write a few sentences summarizing those staff and resources needed here and refer to (Appendix A).

# **Program Evaluation Plan**

See sample Logic Model in Appendix A. Fill out the Logic Model with your project information then write a few sentences summarizing those data collection methods and how you will evaluate them here and refer to (Appendix A).

# **Program Implementation and Stakeholder Communication**

(How will you involve key stakeholders including formal and informal sources in the community? What evidence-based communication strategies found in your literature review will you use to work with key stakeholders? NOTE: You DO NOT have to create a communication tool. You just need to describe it and provide the research to support your choice. )

Fill out Appendix B and refer to it here. Briefly describe steps you will take to implement the program. Within those steps is the development of a communication plan. You need to identify ONE communication tool that will help “sell” your program to one group of key stakeholders (e.g., the mayor, a local foundation that might fund the program, community citizens, United Way). Describe why you selected that tool and how you know it will reach that key stakeholder group (you researched this in your literature review) here.

# **References**

Follow APA style for references. See this link <https://owl.english.purdue.edu/owl/resource/560/05/>

# **Appendix A Logic Model**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GOALS | OBJECTIVES | INTERVENTION | DATA COLLECTION | RESOURCE NEED |
| Increase the likelihood of ex-offenders from York County Prison becoming employed | Over the next three years, 80% of ex-offenders who participate in the program will become employed within one month of release from prison. | Access employment history, develop partnerships with local businesses, begin placing offenders in work release programs in a job that they will continue after release from prison, job training, education, culturally responsive resources. (Key activities of the program – intake, counseling, education) build a coalition to identify resources to support program outcomes, advocate for additional job opportunities and educational opportunities. | At intake, the assessment worker will collect data on each prisoner’s years of work experience, demographics (age, gender, race, ethnicity) and number of previous incarcerations.  Upon release and ongoing, the assessment worker will collect data on each prisoner’s date of release and the date they start full or part-time employment. Proof of employment will be noted by probation and parole and that data will be collected by assessment workers. | Intake Worker;  Assessment Instruments;  Housing vouchers;  Bus vouchers;  Brochures;  Community resource database |
| Increase the likelihood of ex-offenders from York County Prison securing housing | Over the next three years, 80% of ex-offenders who participate in the program will have secured housing upon release from prison. | Will identify formal and informal networks in order to secure safe and secure housing upon release from prison. Create a coalition of housing programs to remove barriers to housing. | At intake, the assessment worker will collect data on each prisoner’s type of housing they had prior to incarceration and the type of housing they expect to have after release. |  |

# **Appendix B Implementation Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tasks and activities** | **Plans for Completing Tasks and Activities**  **(i.e., the steps my organization needs to take)** | **Staff responsible for tasks and activities** | **Timeline for completion of tasks and activities** |
| Obtain funds to support program implementation. |  |  |  |
| Recruit and hire an Implementation Coordinator responsible for overseeing, managing, and “championing” the program. |  |  |  |
| Assess available resources and probable costs. Develop proposed budget. |  |  |  |
| Train all agency staff and project staff. |  |  |  |
| Complete a communication plan to enlist support and involvement from key stakeholders interested in the outcomes of this program. |  |  |  |
| Finalize the Program Evaluation plan. |  |  |  |
| Provide culturally sensitive, evidence-based ongoing services. |  |  |  |
| Implement the evaluation plan. |  |  |  |
| Periodically report evaluation plan findings. |  |  |  |

# **Reflection**