

PRELIMINARY SCOPE OF WORK

Summary of Project:

The Project consists of public health and policy research and consulting services for the purpose of conducting a comprehensive community needs assessment within Hanover Township, Cook County, Illinois (the “Township”), aimed at reviewing and evaluating the availability and effectiveness of services and facilities for individuals with mental illness, developmental or intellectual disabilities, or substance use disorders (the “Project”). Findings will be used to assist the Hanover Township Mental Health Board (the “Mental Health Board”) in developing a written plan for a program of community mental health services and facilities for persons in the Township with a mental illness, a developmental disability, or a substance use disorder.

Scope of Work:

Required public health and policy research and consulting services for the Project include, but are not limited to, the following:

- A. Collecting and analyzing relevant demographic data, including, but not limited to, existing local, state, and national data sources to identify trends and gaps in services.
- B. Conducting community-wide surveys to gather qualitative data from and determine the needs of Township residents.
- C. Facilitating interviews and/or focus groups with key stakeholders, such as local service providers, health system leaders and clinicians, first responders, persons in recovery, school administrators, and employers.
- D. Preparing a comprehensive report summarizing the data, methodologies, findings, and recommendations regarding prevalence of mental health, substance use and developmental disability needs, existing service utilization and satisfaction, gaps in services, barriers to access, and effective use of limited resources in establishing budgeting and funding priorities.
- E. Attending Mental Health and Township Board Meetings, workshops, and other meetings with Board Members and Staff, as necessary.
- F. Providing other consultation and support to the Mental Health Board and Staff as needed to ensure timely and satisfactory completion of the Project.