Comprehensive Needs Assessment

Title I Statewide School Support/Parental Involvement Initiative
Region 16 Education Service Center
What Is a CNA?

- It is a systematic effort to acquire an accurate, thorough picture of the strengths of a school community that can be used in response to the identified educational needs of students.
What Is a CNA?

- It should be the centerpiece of the planning process – the database from which the planning team develops its vision of the future.

- Assessing needs comprehensively means getting the full *breadth* of information for *depth* of understanding.

Implementing Schoolwide Programs – An Idea Book on Planning
Why Is a CNA Necessary?

It is legislated in the TEC

- The plan must include provisions for a comprehensive needs assessment addressing student performance on the academic excellence indicators, and other appropriate measures of performance…
  
  TEC 11.252(a)(1-2)

- Campus-level committees must assess the academic achievement for each student in the school using the academic excellence indicator system.
  
  TEC 11.253
Why Is a CNA Necessary?

It is legislated in No Child Left Behind

- A schoolwide program shall include a comprehensive needs assessment of the entire school that is based on information on the performance of children in relation to the State content standards and the State performance standards.

Public Law 107-110 Section 1114
Why Is a CNA Necessary?

It is good practice

- As causal factors are identified, better strategies for improvement can be proposed and implemented.
- Using this review process aids the district and campuses in determining the effectiveness of educational programs for each and every student population served.
Conducting a CNA

- Clarify the Vision
- Create a School Profile
- Determine Data Collection Methods
- Collect and Summarize Data
- Analyze Data – Identify Needs and Set Goals
Clarify the Vision

- Many CNA teams begin by developing a broad school community vision or mission statement.
- But, CNA teams conclude the comprehensive needs assessment process by reviewing and revising the vision or mission statement based upon the findings of the comprehensive needs assessment.
The district's mission is to prepare all students to graduate with the knowledge and skills to become productive and responsible citizens.

We want to satisfy all of our customers' financial needs, help them succeed financially, be the premier provider of financial services in every one of our markets, and be known as one of America's great companies.

The mission of... is dedication to the highest quality of Customer Service delivered with a sense of warmth, friendliness, individual pride, and Company Spirit.
Create a School Profile

Use reliable information to develop an accurate snapshot of the school:

- Student Achievement
- Curriculum and Instruction
- Professional Development
- Family and Community Involvement
- School Context and Organization
Determine Data Collection

- The **SOURCE** of data
  - Students, staff, parents and community, “sub-pops”

- The **FORM** of data
  - Surveys, interviews or focus groups, observations, statistical or measurable data, testing results

- The **FOCUS** of data
  - Academic improvement, school safety, teacher retention, parent involvement

- The **TIMEFRAME** of data
Data

- AEIS
- Disaggregated TAKS Data
- Summary of Student Progress (not taking TAKS)
- Special Programs Evaluations
- Multi-Year Trends
- Failure Lists
- Drop-out Rates
- Graduation Records
- Report Card Grades
- Semester Exam Grades
- Promotion/Retention Rates
- ACT/SAT Data
- Federal Program Guidelines
- SCE Policy
- Parental Involvement Policy
- District Policies
- PEIMS Reports
- PBM Risk Levels
- Special Student Populations
- Homeless Students
- Mobility Rates
- Community Demographics
- Growth Projections
- Parent Participation
- Standardized Tests
- Discipline Referrals
- Expulsion/Suspension Records
- Highly Qualified Staff
- Teacher Turnover Rates
- Staff Development
- Survey and Interviews of Students/Staff/Parents
- Staff/Parents/Community/Business members involved with SBDM
- Safe Schools Checklist
- Maintenance Records
- Community Input
The FOCUS Ten Schoolwide Components

- Comprehensive needs assessment
- Schoolwide reform strategies that are based on scientifically based research
- Instruction by highly qualified staff
- High-quality and on-going professional development
- Strategies to attract high-quality highly qualified teachers to high-needs schools
- Strategies to increase parental involvement
The FOCUS Ten Schoolwide Components

- Plans for assisting preschool children in the transition from early childhood programs to local elementary school programs
- Measures to include teachers in the decisions regarding the use of academic assessments
- Activities to ensure that students who experience difficulty mastering the proficient or advanced levels of academic standards shall be provided with effective, timely additional assistance
- Coordination and integration of Federal, State and local services and programs
Collect and Summarize Data

- **Compile** the data
  - The CNA team should receive all the data in a ready-to-use form, where necessary disaggregate the data by student groups and special populations

- **Sort** the data
  - Academic achievement, school safety, teacher morale and school climate, parental involvement, etc…

- **Report** the data
  - Provide clear and concise narrative information, easy-to-understand charts or graphs, identify trends and possible “red flags,” propose questions for analysis
Analyze Data

- This is the most labor-intensive step and also the most important. Therefore work slowly to understand and agree upon the strengths and needs identified by the data. The CNA team should be agreed before drawing conclusions or designing plans.
Analysis Questions

- What are the strengths of the campus and how can we build on them to improve our school?
- What are our areas of concern and how can they be improved?
- Is further information needed? If so, how will we follow-up?
- What resources are available to us and how can we use them more effectively?
Analysis Questions cont’d

- What resources do we need to acquire?
- What do we know about the needs of the various sub-populations in our school?
- What are clearly expressed goals and measurable objectives that will address student needs?
- Do we need to review and revise our vision and/or mission?
- What priorities does the data suggest?
Is each identified area of improvement evaluated to determine why it arose?

Were adequate resources allocated to the area of concern?

Were responsible staff adequately trained with respect to their responsibilities?

Were goals realistic? Were goals and expectations adequately communicated?
USDE Questions cont’d

- Does the concern suggest the need to take another look at some aspect of the program design?
- Are there any contributing factors, explanations, or reasons for each area of improvement/opportunity?
Analyze and Prioritize

- When all the areas of improvement/opportunity have been identified, it is time to PRIORITIZE.
- Prioritize the needs according to the **ideal** and then consider the **reality** of the circumstances.
- Which areas are the most important in terms of needing improvement?
- What solutions might generate success?
Analyze and Brainstorm

One of the best ways to prioritize is to brainstorm. This allows participation from all members of the team.

Communicate and Collaborate as a team!
Prioritize

- To ensure complete implementation of improvement strategies, focus on the top three to five areas to generate solutions for all data analyzed for student achievement and professional development.
Plan and Communicate

- Once the strategies have been identified, the activities required to implement the strategy need to be carefully planned out.

- It is imperative for all staff to understand how the strategy will be implemented.
The Ultimate Aim

Remember, the ultimate aim of the comprehensive needs assessment is to increase student performance.
The Driving Force

The comprehensive needs assessment is the driving force that most impacts the development of the district and campus improvement plans, the district and campus parental involvement policies, and the school-parent compact.
Annual Review

The comprehensive needs assessment is an on-going process of review and revision and improvement, and then clarify the vision/mission.
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