



Directions for taking the CNA

The link below will bring you to the CNA. You can copy this URL to send out to all stakeholders.

https://montanaopi.sjc1.qualtrics.com/jfe/form/SV_0ppbDFMo98Q3aMm

1. When the CNA is first opened, there will be some preliminary questions to get each stakeholder to the right set of survey questions.
2. Take note, the number of questions is dependent upon the stakeholder group, and a confirmation “yes” response to a couple of questions embedded the CNA (ex. Percentage of Native American Students in your district, and/or if your district has a CTE program)
3. You will be asked to rate each question on a scale of 1 – 4.
4. The scale is graded as follows:
 - 1 - I don't know or not being implemented.**
 - 2 - Basic Implementation**=The district has started the process or isn't consistent across the district
 - 3 - Proficient Implementation**= A practice or process is in place across the district
 - 4 - Effective or Sustained Practice** = A practice or process is in place across the district with fidelity
4. Each district will independently determine the window of time responses will be accepted. The district should communicate the response deadline to all stakeholders. Once the district closes the window of accepting survey's, the district superintendent will go to [School Accreditation](#) and click on Comprehensive Needs Assessment and click on the [Request District CNA Results](#)
5. Once the request has been made, please allow for 2-4 weeks to get your district and school results.

Directions for a CNA Response Table at Events

The CNA security settings are set to prevent multiple submissions from a single individual. To avoid complications when a single device is being used at an event (ex. Basketball game or parent teacher conference), please follow the following instructions.

*Please do not share with individuals that an incognito tab is being used to bypass the security settings of the CNA.

1. Open an incognito tab in your preferred browser. Then, open the CNA
https://montanaopi.sjc1.qualtrics.com/jfe/form/SV_0ppbDFMo98Q3aMm
 - a. [Instructions on opening an incognito tab](#)
2. Allow an individual to take the CNA at their own pace.
3. It is OPI's suggestion to have a staff member available to assist in setting the CNA up for the next individual.

Troubleshooting Suggestions

If for some reason you are having difficulty opening the CNA. Try the following troubleshooting techniques to resolve the problem.

1. Clear the device's Cache and Cookies. See the following links for instructions on clearing cache and cookies on various browsers.
 - a. [Google Chrome](#)
 - b. [Microsoft Edge](#)
 - c. [Safari](#)
2. Restart your device