



## 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\\_81YOc8wwTPQzNd4](https://montanaopi.sjc1.qualtrics.com/jfe/form/SV_81YOc8wwTPQzNd4)

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 1 week to get your district and school results.

## 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