CNA FAQ's

Q. Why do we need to do a CNA and what is the purpose of it?

A. The requirements of taking a Comprehensive Needs Assessment for the Integrated Strategic Action Plan is embedded in ARM 10.55.601 (3) To align with local context and needs, the district integrated strategic action plan shall be updated at least every three years based on a comprehensive needs assessment with meaningful stakeholder input and feedback that comply, at a minimum, with applicable requirements in Title 2, chapter 3, part 1, M. However, districts do not need to take the OPI's CNA, they just need to use a reliable CNA.

Q. How will the information be used to address the needs of the district?

A. The CNA, when taken by many stakeholders, will show a districts strengths, identify school and district area(s) of need, the root causes of identified gaps, set priorities, and inform an action plan for improvement.

Q. Where can I see the survey questions ahead of time to see what each stakeholder is being asked?

A. Each stakeholder listed below is a hyperlink to a specific set of questions. You can peruse the questions ahead of time to prepare each stakeholder.

- School Board Member
- District Administrator/Principal
- Certified Staff/Teacher
- Non-Certified Staff/Support Staff
- Parent/Guardian
- Student Grades 9-12
- Student Grades 5-8
- Business Partner

Q. I clicked on the Qualtrics survey, and it says I have already completed the survey, but I never started it. What do I do?

A. Please see the Troubleshooting suggestions below

Q. I am having trouble accessing the survey, what do I do?

A. Please see the Troubleshooting suggestions below

Q. How do I get our district and school results?

A. Once the district closes the window of accepting surveys, the district superintendent will go to School Accreditation, click on Comprehensive Needs Assessment and click on the Request District CNA Results. Once the request has been made, please allow 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.