



CNA FAQs

- 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 district's 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.** 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 has closed its survey response window, the District Superintendent should go to [School Accreditation](#), select Comprehensive Needs Assessment, and click on Request District CNA Access.

After the request is submitted, OPI will create a Qualtrics account for the District Superintendent and will contact them to provide login access. Please allow 1–2 weeks for OPI staff to contact the superintendent and provide access.

Beginning in School Year 2025–2026, District Superintendents will be able to log in directly to the CNA Dashboard to view and download their district and school results independently—without needing to submit a separate request to OPI. This will allow districts faster and easier access to their CNA data for planning and reporting purposes.



Troubleshooting Tips

If you or your stakeholders have trouble opening the CNA, try the following steps:

1. Clear Cache and Cookies
 - Follow the instructions for your browser:
 - [Google Chrome](#)
 - [Microsoft Edge](#)
 - [Safari](#)
2. Restart the Device
 - Restarting can help clear temporary issues preventing the CNA from loading properly.