



Comprehensive Local Needs Assessment: Frequently Asked Questions (FAQ)

Updated 4/30/20

Questions and their corresponding answers are grouped into three categories. For ease, use the bookmarks below to go directly to a section.

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General Process

Q: Who is responsible for completing the Comprehensive Local Needs Assessment (CLNA)?

A: *The LEA is responsible for completing and submitting the CLNA. However, the CLNA must have the input from a diverse group of local stakeholders, including:*

- *CTE program representatives at the secondary and postsecondary levels, including teachers, faculty, administrators, career guidance and advisement professionals, and other staff*
- *State or local workforce development board representatives*
- *Representatives from a range of local businesses and industries*
- *Parents and students*
- *Representatives of special populations*

Q: Do we need to write a separate plan for each of the programs?

A: *Each LEA should only submit one needs assessment.*

Q: Is there a possibility for extension of the due date because of COVID 19 crisis?

A: *There is no time extension at this time.*

Q: A district is only submitting one Needs Assessment but is including data from each program on the same document. Should job projections from many different programs all be in the same question?

A: *Yes, each LEA only submits one Needs Assessment. If the LEA has multiple approved CTE programs, the answers to each question should apply to all programs. You may choose to summarize the common themes for all of your programs and/or include short blurbs to highlight different findings for different programs.*

Q: What data is required to support the request for funding?

A: *Data should anchor the Needs Assessment. Each section describes and links to the data relevant for that section. Additional local data sources should also be referenced.*



Q: Because our programs are so new, our school report card does not contain any data, and most of our figures will be projected for the 2020-21 academic year. Is this OK?

A: *Yes, please use the most recent data that is available to you. If your program is too new to have RIDE Report Card data available, you may use any local data you have.*

Q: Could we have a template to complete? Also, when we conduct our data dig it would be great to have an Excel tool/template/spreadsheet in which to enter our data that would help reveal inequities.

A: *The [Overview and Instructions Word doc](#) is designed to provide a template/planning tool to complete responses in advance of completing the survey. The survey questions match the Word document. For data, there are tools on the [RIDE Report Card](#) that help disaggregate data by student subgroups, which should help reveal inequities. Please reach out to RIDE if you have additional questions about how to interpret or analyze your data.*

Q: Is there an exemplar Needs Assessment model for districts to refer to as a resource?

A: *RIDE does not have an exemplar to share because local data and local needs vary from program to program/region to region. We will, however, post a rubric in coming weeks to assist programs and programs are welcome to reach out to RIDE for any questions while working on the CLNA.*

Q: Do we use PSAT/SAT scores from last year, since this year's SAT isn't available?

A: *Yes, please use the most updated PSAT/SAT data available. Due to Covid, this will be the 2019 administration for most RI public schools.*

Submission Logistics

Q: Are there character restrictions in the SurveyMonkey?

A: *There are no character restrictions within SurveyMonkey, but short answer questions should not exceed 100 words. The "analysis summary" questions could and will likely require longer responses.*



Q: Can a one-pager be uploaded to a Survey Monkey?

A: *Yes, please save your one-pager as a pdf and upload it when prompted to do so within the survey. Further information is included in the Overview & Instructions document located on the [CTE Needs Assessment section of the landing page](#).*

Q: Given that a district is only submitting one Needs Assessment for multiple CTE programs, does the LEA need to identify which CTE program each stakeholder is associated with in the Stakeholder Engagement document?

A: *No, the required fields are provided and do not require identifying stakeholders with specific programs.*

Q: We are using current standards for this document, however the standards are in the process of being revised. How will this affect the Needs Assessment, which spans two years?

A: *RIDE will be evaluating the Needs Assessment based on the standards that have already been approved by the CTE Board and adopted by RIDE. It is likely that many standards will change over the two years covered by the Needs Assessment, but the Needs Assessment is a big-picture planning document and some minor changes in standards will not likely require significant changes to the Needs Assessment. (For example, a goal related to improving supports for students with disabilities will likely not change significantly if the standard changes.) If, however, you anticipate that changes in the standards will impact your answers to the CLNA, you should indicate how you will meet both current and possible future standards in your answers. You will also be allowed to revise your CLNA in future years, if you wish.*

Current Program Questions

Q: Before the Covid pandemic, the plan was that the CTE Board was going to approve the credentials in its May and June meetings, and then RIDE was to update the CTE Board Standards Code List. What is happening now?

A: *The current data codes are based on the APPROVED CTE Board of Trustees Standards. Questions regarding the status of pending CTE Standards are the purview of the CTE Board of Trustees. As standards are approved by the CTE Board the approved standard goes into effect on July 1 of the following fiscal year. Codes will be added/updated at that time. We encourage you to continue to refer to the approved standards listed on the [RIDE CTE landing page](#).*



Q: When will RIDE update all of the correct codes so that districts can add the correct data?

A: *The current codes should be correct. If you see an error, please email Paul.McConnell@ride.ri.gov.*

Q: Is a calendar being developed for advisory meetings?

A: *CTE Board Advisories operate independently of RIDE's CTE Team. For questions about the schedule for industry advisory meetings, please contact members of the CTE Board or the chairs of your industry advisory.*

Q: With what has been happening with the Coronavirus, how do you feel that work-based learning will be achieved in the future with all the restrictions that are going to be in place?

A: *This is currently an ongoing area of discussion within RIDE and other partners such as the CTE Board of Trustees and the RI Governor' Workforce Board—and also across the country. Given this uncertainty, it is best to consider what remote/virtual work-based learning options could be implemented to help students participate in work-based learning under quarantine.*

Please contact RIDE's CTE Coordinator, Paul McConnell at paul.mcconnell@ride.ri.gov with any additional questions or for technical assistance.