
Coffee and Conversation: Comprehensive Needs Assessment and Continuous Improvement Plan 9.22.2020

Purpose

The purpose of this document is to provide a collection of answers to the questions asked on the Coffee and Conversation: Comprehensive Needs Assessment (CNA) and Continuous Improvement Plan (CIP) presented on 9/22/2020.

Questions

1. **Are there accommodations and adaptations to CNA/CIP process during the COVID crisis?**

We understand that due to the unplanned crisis you may not be able to implement your CIP to the level of fidelity you would like because of new, temporary prioritized needs. Many of you have communicated that you are not in a place to conduct a meaningful CNA at this time and/or don't have the ability to get the proper shareholders at the table to get this work done to the quality you would like. We are going to meet you where you are at in terms of your CIPs and CI efforts. If you will be implementing all or some of the goals in your plans, please do so and update the CIP accordingly and follow the same submission process when the submission window opens.

If you are in a place where you feel overwhelmed with the work in front of you and implementing your current goals and/or change ideas within your CIP does not make sense at this time, focus on the needs in front of you and revisit your CIP efforts once the crisis is over. You can submit your FY21 CIP for FY22 along with recent data collected. You may also identify any new prioritized needs that have arisen during the current school year. Please remember you can amend CIPs at any time. Please do not hesitate to submit a similar plan reflecting you learned throughout the year. We will, where it makes sense, provide feedback on the CIPs that you submit this coming spring, but we will **NOT** be returning any CIPs.

2. **Are there accommodations and adaptations to the Data Inventory during the COVID crisis?**

There are currently no updates on the inventory. There is a team meeting to determine what will be required this year. At this time, we do not have any additional information on the inventory regarding implementation, appearance, or submission. We will provide further information as it becomes available.

3. **What data will the AOE be collecting to note progress for schools given that SBAC did not occur in the Spring?**

There is an ongoing conversation across divisions at the AOE to figure out exactly what data will be reported and how determinations, if any, will be made.

4. **What is the timeline for CIP submission?**

At this, time we are planning to keep it the same as it has been, spring of 2021.

5. **Will schools' eligibility for Equity and Comprehensive supports be determined in the 2021 Snapshot?**

There are not going to be any determinations based on the 19-20 school year for schools eligible for Equity and Comprehensive Supports. Whatever your eligibility was for the 18-19 school year, that same eligibility status would be continued for the 19-20 school year including whatever access to funds or other supports you may have had based on 18-19 data.

6. **What is required for schools eligible for Comprehensive supports this year?**

If you are a school that is eligible for Comprehensive Supports, you will continue to work with your Education Quality Coordinator to implement your continuous improvement efforts, including updating your needs in your CNA and CIP. You will continue to have two annual monitoring requirements and you should complete your Summary of Results at the end of the school year.

7. **Do CIPs have to be submitted this year?**

Yes. In the spring of 2021. The exact submission window has yet to be determined.

8. **Do we have to use the AOE template for the CIP?**

Yes. When it comes to submissions of the CIP, you need to use the AOE template. It is available on our [webpage](#).

9. **Do we have to complete a new CIP each year?**

The CIP should be used regularly to guide the implementation of prioritized goals and your improvement efforts as a whole. Updates should be made as needed. If you find yourself in a position where you have met your goals or have new needs due to a recent comprehensive needs assessment, you should complete a new goal/CIP as needed.

10. What additional resources will be provided to support teams in completing fishbones, 5 whys, and driver diagrams this year?

If you need support completing any of these tools, each SU/SD/school has been assigned a [Education Quality Coordinator](#) (EQC) to provide you technical assistance, access to resources, and coach you through the completion of any of these tools supporting your Continuous Improvement work.

11. Are there any plans for additional trainings (virtual, please) around the CNA process?

Yes. The Education Quality Assurance team is planning on providing future webinars and is also developing modules specific to each component of the CNA process. If you have specific questions regarding the CNA process, please reach out to your Education Quality Coordinator who will provide you with the technical assistance you need.

12. Given that we will probably see a lot of regression in students' achievement this year (due to COVID-19) what will continuous improvement look like?

Continuous improvement really will not look any different. You would potentially have additional needs that you found while collecting recent data that you ran through your continual leadership driven needs assessment process. If this is the case, your next step is to determine your root causes, change ideas, and goals to address those updated needs.

13. What specific resources are required out of the CNA toolkit (five whys, driver diagram, fishbone, etc.)?

None of our CNA tools are specifically required. If you are determined eligible to receive equity or comprehensive supports that could change. We can provide support to you in implementing our CNA process, but there are others out there you can choose to use.