Perkins V
Comprehensive Local Needs Assessment
Size, Scope, and Quality

Kathleen Taylor and Bruce Harrington, Division of Career and Adult Education

January 15, 2020
Webinar Overview
In This Webinar...

...We will cover:

- The Purpose of Size, Scope, and Quality (SSQ)
- The Criteria of SSQ
- The Templates for SSQ
- The Process for Determining SSQ
- Questions – FAQ and Open Mic/Chat Time
The Purpose #1 – “To Meet the Needs of All Students”

Required for CLNA in Sec. 134(c)(2)(B)(i):

“A description of how career and technical education programs offered by the eligible recipient are— **sufficient in size, scope, and quality to meet the needs of all students** served by the eligible recipient;”
The Purpose #2 – “To Be Effective”

Required for Local Uses of Funds in Sec. 135(b):

“REQUIREMENTS FOR USES OF FUNDS.--Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope, and quality to be effective...”
The Purpose #3 – Inventory, Census, Well Check
Like...

• A government needing to conduct a periodic census
• Or, a business completing an inventory check
• Or, getting a periodic well check at a doctor’s office...

...our legislators have built in a bi-annual CLNA to ascertain the state of CTE locally.
Florida’s Standards for Size, Scope and Quality

Key Takeaways from Perkins V:

• Secondary and postsecondary eligible recipients will be required to use the state definition of size, scope, and quality to develop their local plan, a four-year local application (2020-2024), which includes conducting a CLNA.

• Local Perkins funds must be used to support programs that have been identified as meeting the state definition of size, scope, and quality and are substantiated by the results of the CLNA.

• CTE programs that do not meet the size, scope, and quality requirements cannot be supported with federal Perkins funds.
The Criteria
Perkins V Quality Components of CTE Programs

- Workforce Alignment and Business Involvement
- Engaging Instruction and Prepared and Effective Staff
- Sequencing, Acceleration and Articulation, Credential of Value
- Access and Equity
- Work-Based Learning and CTSOs
## Middle School CTE - Size

Each middle school program utilizing Perkins V funds must meet the following requirements:

<table>
<thead>
<tr>
<th>Subtopic</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Alignment to High School CTE</strong></td>
<td>Provide middle grades exploratory CTE courses (as identified by the Department) that introduce students to CTE programs available at the high school level (grades 9-12) in the school district.</td>
</tr>
<tr>
<td><strong>Number of Courses for Early High School CTE</strong></td>
<td>Provide an opportunity for middle school students who earn CTE high school credit to take at least 2 additional CTE courses in high school in the CTE program started in middle school (or 1 additional course in programs with only 2 courses).</td>
</tr>
</tbody>
</table>
High School CTE - Size

Each high school program utilizing Perkins V funds must meet the following requirements:

<table>
<thead>
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<th>Subtopic</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>Size</td>
<td></td>
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</table>

*If program is only two courses, both courses must be offered.*
# High School CTE - Scope

<table>
<thead>
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<th>Subtopic</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>Experiential Learning</td>
<td>Provide high school students an opportunity for work-based learning, career and technical student organizations, or capstone experiences that engage students learning inside or outside the classroom.</td>
</tr>
<tr>
<td>Business and Industry Engagement</td>
<td>Strategically engage business and industry to ensure CTE program offerings meet current or future workforce demand as substantiated by the CLNA.</td>
</tr>
</tbody>
</table>
## High School CTE - Quality

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<tr>
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<th>Criteria</th>
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<tbody>
<tr>
<td><strong>Credential</strong></td>
<td>Provide an opportunity for students to earn a recognized credential of value (industry certification, license, career certificate, college credit certificate).</td>
</tr>
<tr>
<td><strong>Knowledge &amp; Skills</strong></td>
<td>Provide instruction that integrates academic, technical, and employability knowledge and skills.</td>
</tr>
<tr>
<td><strong>Equipment, Technology, and Materials</strong></td>
<td>Provide instruction that incorporates relevant equipment, technology, and materials to support learning.</td>
</tr>
<tr>
<td><strong>CTE Instructor Support</strong></td>
<td>Provide CTE instructors who are given support to:</td>
</tr>
<tr>
<td></td>
<td>1. maintain up-to-date knowledge and skills across all aspects of industry, and</td>
</tr>
<tr>
<td></td>
<td>2. maintain relevant evidence-based pedagogical knowledge and skills necessary to support learning.</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td>Implement measures to eliminate barriers and create opportunities for all students to succeed in CTE.</td>
</tr>
</tbody>
</table>
The Templates
Required SSQ Documentation

• CLNA results must be submitted with your Perkins Application every two years (Sec. 134(b)(1)) with yearly updates, as needed

• There are two parts for SSQ that you will submit:
  • **Narrative prompts** found in the “Narrative Information and Template Overview”
  • **Excel Templates** for Size, Scope, and Quality (broken out by level – middle grades, 9-12, District Postsecondary, and FCS)

• All requirements and resources can be found on the FDOE “Comprehensive Local Needs Assessment” page

www.FLDOE.org
<table>
<thead>
<tr>
<th>Program Number</th>
<th>Program Name</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
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<tbody>
<tr>
<td>9007500</td>
<td>Computer Science Principles</td>
<td>Yes</td>
<td>No</td>
<td>Sunshine High School</td>
<td>Oceanside High School</td>
<td>All - WBL, CTSO, Capstone</td>
<td>separate framework</td>
<td>Information Technology Cooperative Education - CFT (5004420)</td>
</tr>
</tbody>
</table>

- C: Is there a fully developed Program of Study that meets Perkins V requirements?
- D: Does the 9-12 CTE program provide an opportunity for students to take at least 3 courses (2 courses for 2 course programs), in all of the high schools or other instructional sites where this program is available?
- E: Identify the high school(s) or other sites (including virtual) where the program offers at least 3 courses (or 3 courses for 2 course programs).
- F: Identify the high school(s) or other sites (including virtual) where the program **does not** offer at least 3 courses (or 2 courses for 2 course programs), if applicable.
- G: Does the 9-12 CTE program provide an opportunity for students to participate in work-based learning (WBL), CTSOs or capstone experiences? Indicate available opportunities using the menu.
- H: If WBL is provided, is it provided cooperatively in the program or in a separate companion program framework?
- I: If WBL is provided through a separate framework, identify which WBL program framework is being utilized.

**Notes:**
- **COLUMN A:** 7-digit Career Preparatory or Technology Education program number
- **COLUMN B:** Program Name in Framework associated with Column A
- **COLUMN C:** “YES” if the district has a fully developed program of study which meets Perkins V requirements. Otherwise, “NO”
- **COLUMN D:** “ALL” if the district provides an opportunity for students to take at least 3 courses in the program (2 courses if it is a 2 course only program) in all high schools; “SOME” if the opportunity is available in some high schools.
- **COLUMN E:** If “ALL” or “SOME” in Column D, provide the 4-digit school site number(s) for the school(s) where students can take at least 3 courses in a program (or 2 courses for 2-course programs)
- **COLUMN F:** If “SOME” in Column D, provide the 4-digit school site numbers for the school(s) where a student cannot take 3 courses (or 2 courses for 2-course programs).
SSQ Excel Templates Tour

### Agency Information

<table>
<thead>
<tr>
<th>Agency #</th>
<th>District #</th>
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</tr>
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### Program of Study

<table>
<thead>
<tr>
<th>Program Number</th>
<th>Program Name</th>
<th>Is there a fully developed Program of Study that meets Perkins V requirements?</th>
<th>Size - Intentionally Designed Pathways</th>
<th>Scope - Experiential Learning</th>
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<tr>
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<tbody>
<tr>
<td>District #</td>
<td>2 digit District Number</td>
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<tr>
<td>District</td>
<td>Name of the District</td>
</tr>
</tbody>
</table>

**COLUMN A**

7-digit Career Preparatory or Technology Education program number

**COLUMN B**

Program Name In Framework associated with Column A

**COLUMN C**

"YES" if the district has a fully developed program of study which meets Perkins V requirements. Otherwise, "NO"

**COLUMN D**

"ALL" if the district provides an opportunity for students to take at least 3 courses in the program (2 courses if it is a 2 course only program) in ALL high school. "SOME" if the opportunity is available in 3 or more schools.

**COLUMN E**

If "ALL or "SOME" in Column D, provide the 4-digit school site number(s) for the school(s) where students can take at least 3 courses in a program (or 2 courses for 2-course programs)

**COLUMN F**

If "SOME" in Column D, provide the 4-digit school site numbers for the school(s) where a student cannot take 3 courses (or 2 courses in a 2-course program).

**COLUMN G**

Indicate which opportunities are provided to students in this course: "ALL": WBI, CTSO & Capstone, "WBI only", "CTSO only", "Capstone only", "WBI/CTSO", "WBI/CTSO/Capstone", "CTSO/CTSO/Capstone"; "None"

**COLUMN H**

If WBI indicated in Column G, select one of the following: "Cooperative method", "WBL Framework"
# SSQ Excel Templates Tour

**Criteria**

<table>
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- **COLUMN A**: 7-digit Career Preparatory or Technology Education program number
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- **COLUMN E**: If "ALL or SOME" in Column D, provide all the 4-digit school site number(s) for the school(s) where students can take at least 3 courses in a program (or 2 courses for 2-course programs)
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- **COLUMN G**: Indicate which opportunities are provided to students in this course: "ALL": WBL, CTSO & Capstone, "WBL only", "CTS0 only", "Capstone only", "WBL/CTSO", "WBL/Capstone", "CTSO/Capstone", "None".
- **COLUMN H**: If WBL indicated in Column G, select one of the following: "Cooperative method", "WBL Framework".
### SSQ Excel Templates Tour

**CLNA:** SIZE, SCOPE AND QUALITY Detailed Documentation - 9-12 Career Preparatory and Technology Education

**Must Include:** All Persons Eligible Career Preparatory and Technology Education Programs Offered by the Agency in 2020-21

Section 134(c)(2)(B)(i)

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[www.FLDOE.org](http://www.FLDOE.org)
### SSQ Excel Templates Tour

#### CLNA: SIZE, SCOPE AND QUALITY Detailed Documentation - 9-12 Career Preparatory and Technology Education

MUST INCLUDE ALL PERSONS ELIGIBLE CAREER PREPARATORY AND TECHNOLOGY EDUCATION PROGRAMS OFFERED BY THE AGENCY IN 2020-21

Section 134(3)(2)(d)(i)

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</table>

| 9007500 | Computer Science Principles | Yes | No | Sunshine High School | Oceanside High School | All - WBI, CTSO, Capstone | separate framework | Information Technology Cooperative Education - CTE (5004420) | TSA |

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**Explanatory Info for Columns**

- **A**: 3 digit number assigned to agency for grants by the DOE
- **District**: 2 digit District Number
- **COLUMN A**: 7-digit Career Preparatory or Technology Education program number
- **COLUMN B**: Program Name in Framework associated with Column A
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- **COLUMN H**: If WBL indicated in Column G, select one of the following: “Cooperative method”; “WBL Framework”

www.FLDOE.org
### SSQ Excel Templates Tour – Explanatory Info

**CLNA: SIZE, SCOPE AND QUALITY Detailed Documentation - 9-12 Career Preparatory and Technology Education**

**MUST INCLUDE ALL PERKINS ELIGIBLE CAREER PREPARATORY AND TECHNOLOGY EDUCATION PROGRAMS OFFERED BY THE AGENCY IN 2020-21**

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<td></td>
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<td>TSA</td>
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</table>

**Agency #**

3 digit number assigned to agency for grants by the DOE

**District #**

2 digit District Number

**District**

Name of the District

**COLUMN A**

7-digit Career Preparatory or Technology Education program number

**COLUMN B**

Program Name in Framework associated with Column A

**COLUMN C**

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**COLUMN D**

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| If WBL indicated in Column G, select one of the following: “Cooperative method”; “WBL Framework” |

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[www.FLDOE.org](http://www.FLDOE.org)
“Narrative Information and Template Overview”

This document has required prompts for all six sections of the needs assessment and stakeholder engagement.

You may choose to complete this document after the Excel Templates, as insight may be gained through that process.
The Process
SSQ Process - Who, What, When, How

With your leadership team, you will have to decide:

• **Who** will be completing the narrative and Excel Templates? Is there a way the task can be divided up among leadership team members?

• **What** local information sources contain info required for the narrative and Excel Templates?

• **When** will these requirements be completed? How long do you expect this to take? When will budgeting and planning take place?

• **How** can this process integrate with stakeholder engagement and regional collaboration?
Stakeholder Engagement on SSQ

Important topics to engage stakeholders on related to SSQ:

- Work-based learning
- Credential/certification/license selection
- Skills – technical, academic, employability
- Equipment, technology, and materials
- Educator professional development
- Equity and access

See the [CLNA Toolkit](https://www.FLDOE.org) for example engagement questions, lists of required stakeholders, and engagement strategies.
Resources and Requirements

• Contact Perkins@fldoe.org with questions

• Visit the FDOE CLNA site for:
  
  • Required CLNA Documentation
    • Summary of CLNA Requirements
    • Labor Market Alignment Templates and Resources
    • Size, Scope, and Quality Templates
    • Stakeholder Consultation Template
  
  • Training and Resources
    • CLNA Toolkit, which provides guidance on CLNA process management, data analysis, and stakeholder engagement
    • Recordings and PowerPoint slides on the CLNA
    • National CLNA resources

www.FLDOE.org
Questions – FAQ & Open Mic/Chat
Frequently Asked Questions (1)

Q: Can programs not meeting all criteria be Perkins funded?

A: No, with important exceptions for programs being developed, newly implemented, or brought in to SSQ compliance (Sec. 135). Perkins funds can only be used on in-development programs if they:

- Have enrollment during the fiscal year in which the funds are spent.
- Are fully established before the end of the duration of the locally-offered, SSQ-compliant course sequence. For instance, a District starting a new program has under three years to start offering work-based learning, a credential, the full course sequence, etc. for a three year program.
- Use funds to cover expenses outlined in the Perkins law, section 135, Local Use of Funds.
- Beginning with the 2020-2021 fiscal year, meet needs outlined in the Labor Market section of the Comprehensive Local Needs Assessment (CLNA).

Use caution to avoid supplanting violations.
Frequently Asked Questions (2)

• Q: How do I find my Agency/District/College #?
• A: Your grant manager or previous RFAs.
Frequently Asked Questions (3)

• **Q:** How is work-based learning defined?

• **A:** Perkins V Sec. 3(55) definition: “WORK-BASED LEARNING.—The term ‘work-based learning’ means sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required of a given career field, that are aligned to curriculum and instruction.”

FDOE guidance and webinar are forthcoming.

www.FLDOE.org
Frequently Asked Questions (4)

• **Q:** Do I have to list the high schools/instructional sites/campuses for the Scope and Quality criteria?

• **A:** No. Size requires listing schools/sites/campuses, but Scope and Quality are to inventory the offerings across all locations.
Frequently Asked Questions (5)

• **Q:** What additional CLNA documentation needs to be maintained locally?

• **A:** All data and stakeholder engagement documentation related to identified needs should be maintained for reference, monitoring, and audits.
Frequently Asked Questions (6)

• **Q:** Should programs not yet offered but rather intended based on education or economic need be listed on the SSQ Excel sheet?

• **A:** Yes, but only if they will meet all criteria listed on FAQ slide 1.
Frequently Asked Questions (7)

• **Q:** Does a program have to be a part of a program of study to be funded?

• **A:** No. However, it is in the best interest of students to have a fully developed program of study sequence.
Frequently Asked Questions (8)

• **Q:** Does a secondary eligible recipient have to offer a middle school course or program?
• **A:** No. However, it is in the best interest of students to have a fully developed program of study sequence.
Frequently Asked Questions (9)

• **Q:** Our agency offers CTE programs not funded with Perkins dollars. Do they have to be included in SSQ?

• **A:** Yes, all CTE programs offered by the agency must be included in the CLNA, even if a program does not receive Perkins funding. Additionally, agencies should examine local labor market need to determine if additional program offerings should be pursued.
Other Questions?

Please use the chat or your phone/microphone to ask any question related to Size, Scope, and Quality or the CLNA.
## Upcoming Webinars

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, January 15, 2020</strong>&lt;br&gt;@ 2-3pm</td>
<td>Size, Scope, and Quality for POSTSECONDARY Agencies</td>
</tr>
<tr>
<td><strong>Wednesday, January 22, 2020</strong>&lt;br&gt;@ 10-11am</td>
<td>Labor Market Alignment</td>
</tr>
<tr>
<td><strong>Wednesday, January 29, 2020</strong>&lt;br&gt;@ 10-11am</td>
<td>Programs of Study</td>
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**February Webinar Topics (Dates TBD):**
- Work-Based Learning
- Student Perkins Indicator Performance
- Equity and Access
- Faculty & Staff Recruitment, Retention, and Training
- Root Cause Analysis, Prioritization, and Planning

[www.FLDOE.org](http://www.FLDOE.org)