Comprehensive Local Needs Assessment (CLNA) Process Overview

Training Module

Prepared by the Division of Career and Adult Education

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CLNA Presentation Overview

This webinar will cover CLNA:

• Process overview
CLNA Process Overview

Pre-Plan
- Determine tasks
- Assign roles

Gather
- Data
- Stakeholder input

Analyze
- Process, display, interpret, analyze, verify, and determine root causes

Prioritize
- Assess importance and achievability of needs

Plan
- Yearly RFA
- 4-Year Plan
- Budget

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Pre-Planning As a Leadership Team

• Create a CLNA leadership team and make assignments
• Determine local, personalized priorities and purposes for the CLNA
• Devise a timeline of major CLNA events
• Identify data sources and analysis techniques
• Determine strategies for stakeholder engagement and regional collaboration
Data Analysis

Examples:

• Student performance, equity, and access
• Labor market information
• Information on programs, and faculty and staff

Look for:

• Patterns
• Trends
• Gaps
• Disparities

Dig deeper by:

• Corroborating results
• Performing root cause analysis
Stakeholder Consultation Means:

• **Involve** stakeholders as active co-creators of policies and programs.

• **Inquire** for input on CTE weaknesses, strengths, opportunities, and barriers.

• **Inform** stakeholders on a host of topics throughout the consultation process – the CLNA process, what CTE is, how they can get involved, etc.

• **Inspire** stakeholders about the importance of CTE as a critical means of shaping student’s career trajectories and the labor market.

Reference:
Example Stakeholder Engagement Strategies and Opportunities

• **Input Through Existing Events** - professional development, advisory meetings, CTE showcases, PTO meetings, CTSO events, etc.

• **Planned Discussions** – regional summit, roundtable, focus group, work group, listening session, classroom discussions, etc.

• **Digital surveys** – social media/blog, website, newsletter/listserv, e-blast, etc.

• **Webinars**

• **Paper surveys** - direct mail or in-class or in-meeting dissemination

• **Personalized emails**

• **Phone conferences**
Root Cause Analysis

Investigate further to identify causes of the effects made known through data analysis and stakeholder engagement

• Interview experts and stakeholders on causes
• Corroborate results with additional data sources
• Read evidence-based research
• Brainstorm possible causes using:
  • The “Five Whys” technique
  • Fishbone diagraming
Prioritization of Results

- You will not be able to address all identified needs
- Strategize how you wish to accomplish high-priority and medium-priority needs in your short-term and long-term planning

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<th>High Importance</th>
<th>Low Achievability</th>
<th>High Achievability</th>
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<td>Medium Priority</td>
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<td>Where possible, address in your long-term plans.</td>
<td>Maintain a record of these.</td>
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The Start of Your RFA – Identifying Solutions to Your Needs

Create Solutions
• Analyze issues as a leadership team to come up with solutions
• Consult stakeholders on viable options

Find Solutions
• Read evidence-based research to find effective interventions
• Ask similar agencies regarding what they have tried, are trying, and what has been effective

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For More Info:

• Visit:  http://www.fldoe.org/academics/career-adult-edu/Perkins/clna.stml

• Email: Perkins@fldoe.org