

Title I, Part A Schoolwide Program (SW) Campus Comprehensive Needs Assessment (CNA)

2022-2023 Random Validation Process

Title I, Part A Program Requirement Selected



Documenting overall compliance for a program requirement may require several forms of documentation to be maintained locally and available upon request by TEA and/or an auditor.

Title I, Part A Program Requirement Selected



To ensure overall compliance with program requirements, LEAs should refer to the Program Guide and/or other program-related resources that reference the multiple forms of documentation required to be maintained locally.

Title I, Part A Program Requirement Selected



The documentation requested for submission during the random validation process may not include all forms of documentation that are required to be maintained locally.

Title I, Part A Program Requirement

Schoolwide Program (SW) Campus Comprehensive Needs Assessment (CNA)

The Title I, Part A, schoolwide program is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency.

[Section 1114 (b)(6)]

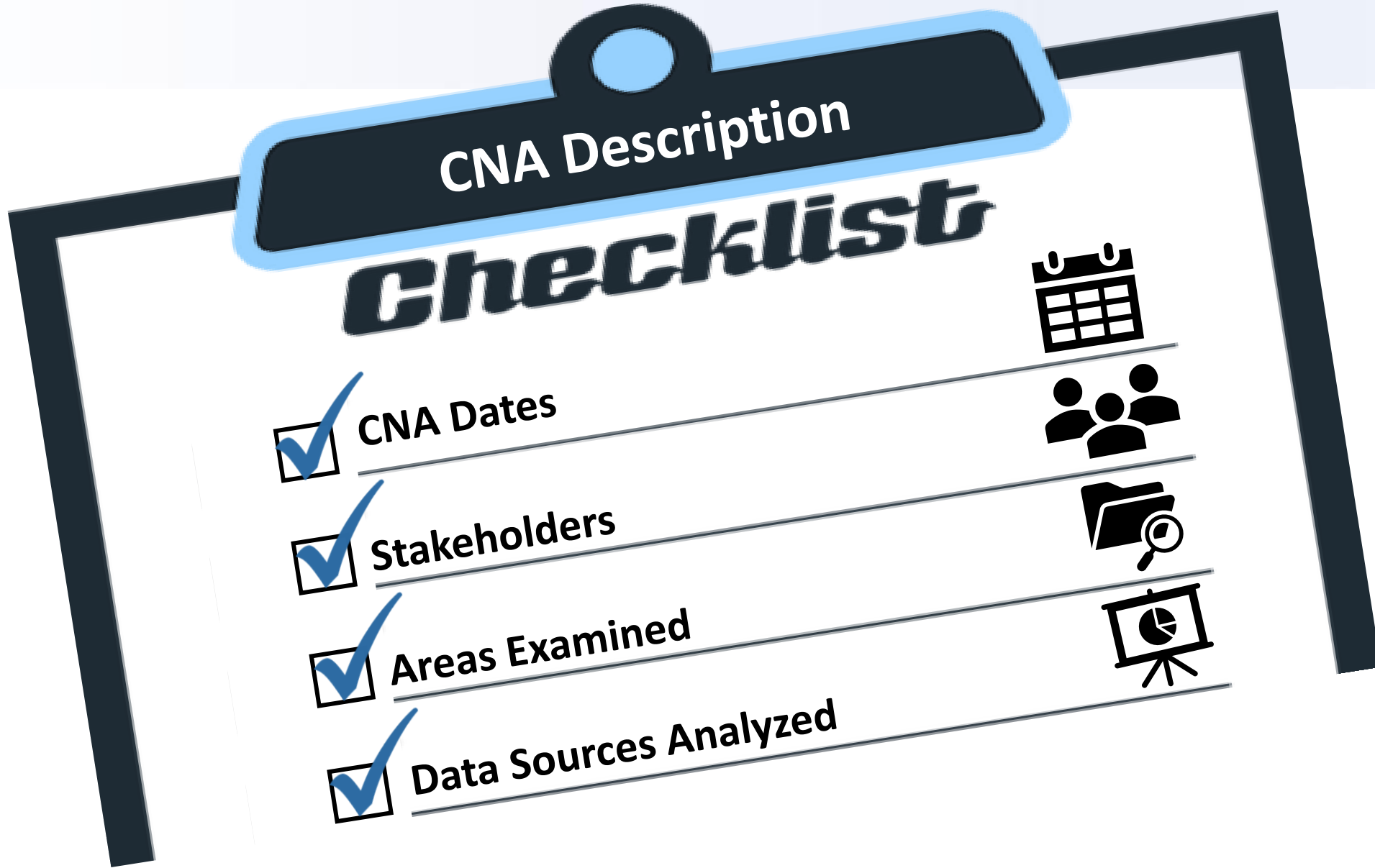
Documentation Required – CNA Item 1.1

Description of the campus's comprehensive needs assessment (CNA) process

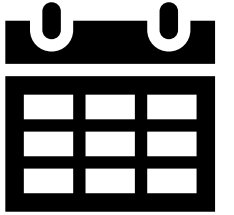


Acceptable Documentation

The relevant page(s) of the Comprehensive Needs Assessment or Campus Improvement Plan that include the description of the campus's comprehensive needs assessment (CNA) process for the current school year

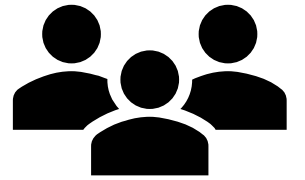


CNA Dates



The date(s) that the CNA was developed (if a new campus) or the date(s) that the CNA was reviewed and revised for the 2022-2023 school year

Stakeholders



List of stakeholders involved that includes the individuals by name and roles*

**Parents may not be LEA employees in order to fill the “parent” roles on the committee.*

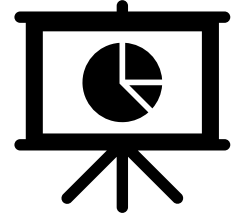
Areas Examined



List of the areas examined in the CNA process

For example, Curriculum & Instruction; Demographics; Technology; Parent, Family, and Community Engagement; School Culture, etc.

Data Sources Analyzed



List of the multiple data sources analyzed in the CNA process

For example, academic achievement; prior-year program evaluations; student attendance; student discipline; college and career readiness, etc.

Documentation Required – CNA Item 1.1

Description of the campus's comprehensive needs assessment (CNA) process



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted
- CNA summary did not have all the required components
- Documentation from a prior year was submitted instead of current year documentation

Meeting Documentation Required

Documentation Required – CNA Items 1.2, 1.3, and 1.4

Meeting agenda, meeting notes or minutes, and participant roster for **one meeting** documenting the campus's CNA process



Documentation Requirements

- It is highly unlikely that a CNA process would take place in one meeting considering that the process should be comprehensive in nature. Therefore, an LEA should maintain documentation from multiple meetings to establish compliance. However, documentation from only **one meeting** is requested for this validation.
- The documentation submitted should provide evidence that the CNA process described in the CNA description referenced in Item 1.1 was followed.

Meeting Documentation Required

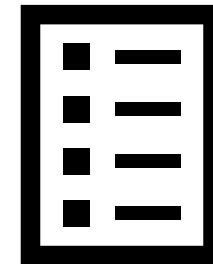
Standard Documentation

1.2 ✓ Meeting Agenda

1.3 ✓ Meeting
Notes/Minutes

1.4 ✓ Sign-In Sheets

1.2 Meeting Agenda



- Documentation* aligns with the description of the campus's CNA process referenced in Item 1.1.
- The meeting agenda should provide evidence that the CNA process described in the CNA description referenced in Item 1.1 was followed.

****Documentation for virtual meetings is acceptable.***

1.3 Meeting notes or minutes



- Documentation* aligns with the description of the campus's CNA process referenced in Item 1.1.
- The meeting notes or minutes should provide evidence that the CNA process described in the CNA description referenced in Item 1.1 was followed.

****Documentation for virtual meetings is acceptable.***

1.4 Participant roster/sign-in



- Documentation* aligns with the description of the campus's CNA process referenced in Item 1.1.
- The participant roster/sign-in sheet indicating attendance should provide evidence that the CNA process described in the CNA description referenced in Item 1.1 was followed.

****Documentation for virtual meetings is acceptable.***

Meeting Documentation Required

Documentation for virtual meetings is acceptable.



Given the increased use of virtual meeting environments, participant rosters that include the meeting title, meeting date, and stakeholder names and roles would be acceptable substitutes for the more traditional sign-in sheets. This eliminates the need of a participant signature.



Meeting Documentation	Meeting Title	Campus Name	Location	Date	Time	Stakeholder Names	Stakeholder Roles
Agenda	✓	✓	BP	✓	✓		
Notes/Minutes	✓	✓	BP	✓	✓	BP	BP
Participant Roster	✓	✓	BP	✓	✓	✓	✓*

**Parents may not be LEA employees in order to fill the “parent” roles on the committee.*

✓ = Required

BP = Best Practice

CNA Meeting Documentation Required

Documentation Required – CNA Items 1.2, 1.3, 1.4

Meeting agenda, meeting notes or minutes, and participant rosters documenting the campus's CNA process



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted
- Documentation submitted does not reference the CNA process
- Documentation submitted does not align to the CNA Item 1.1 documentation
- Documentation from a prior year was submitted instead of current-year documentation



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