INDIANA’S COMPREHENSIVE NEEDS ASSESSMENT (CNA) AND SCHOOL IMPROVEMENT PLAN (SIP) TEMPLATE

Frequently Asked Questions

1. Is information about the Indiana Department of Education’s (IDOE) expectations and resources for CNAs and SIPS only available on the IDOE’s CNA and SIP Moodle course?
   - Information concerning the statutory requirements for School Improvement Plans can be found on the IDOE School Improvement Plan webpage.
   - Information about and guidance for using the IDOE’s recommended Unified Comprehensive Needs Assessment (CNA) and School Improvement Plan (SIP) template can only be found on the CNA and SIP Moodle course.
   - The Unified CNA and SIP template is also only available in the CNA and SIP Moodle course in the section titled “Introduction to the Moodle Course.”
   - The CNA and SIP template and guidance on using the template are only available on the Moodle course. This is to ensure those using the template also have easy access to detailed guidance on how to use the CNA and SIP template to guide their continuous improvement process.

2. What is the relationship between the CNA and SIP Moodle course and IDOE’s unified CNA and SIP template?
   - The Moodle course and Unified CNA and SIP template are designed to be used together. The Moodle course provides detailed guidance and resources to help school leaders complete each phase of the Unified CNA and SIP template. The CNA and SIP template is what needs to be completed by schools, submitted to the IDOE via DOE Online, and used to guide the school’s continuous improvement process.

3. How do I access the IDOE’s CNA and SIP Moodle course?
   - The Moodle course can be accessed by creating a free account on this webpage and then, once logged into the IDOE’s Moodle website, accessing the “Comprehensive Needs Assessment and School Improvement Planning Process” Moodle course.

4. For the 2018-2019 school year, does my school have to complete both the CNA and SIP portions of the template?
   - Schools only have to complete the SIP portion of the template in order to fulfill Indiana Code requirements concerning school improvement plans. However, completing the CNA prior to the SIP will provide a framework for analyzing school data and performing root cause analysis to identify areas in which school improvement is most critical.
According to Indiana’s state plan for the Every Student Succeeds Act (ESSA), schools that are identified as Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI) in the fall of 2018 will have to complete both a CNA and SIP that fulfills all ESSA and Indiana Code requirements. This CNA and SIP will be for the 2019-2020 school year and will not be due until the fall of 2019.

5. **Is my school still free to use the School Improvement Plan template we have used in the past?**
   - Schools are still able to use the School Improvement Plan template they have utilized in the past as long as it fulfills all the requirements outlined in Indiana Code.
   - Schools can also adopt portions of the IDOE’s Unified CNA and SIP template to enhance their existing approach as they best see fit.

6. **What is the benefit of completing the CNA along with the SIP?**
   - Comprehensive Needs Assessments (CNA) and School Improvement Plans (SIP), when done together, act as drivers for continuous improvement by creating an understanding of the current state and formulating a plan to move to the desired state. The CNA provides a framework for analyzing school data and performing root cause analysis to identify areas in which improvement is most critical. The School Improvement Plan (SIP) creates focus, intentionality, and aligns resources and efforts towards these areas identified most in need of improvement by the CNA. In this way, the CNA/SIP together act as a touchstone providing systematic focus for professional development, instructional coaching, interventions, scheduling, resource allocation, and other efforts being made towards school improvement.

7. **Does the Unified CNA and SIP template fulfill the requirements for a Title I Schoolwide Program Application?**
   - If all of the phases of the CNA and SIP are completed in full, the Unified CNA and SIP template will fulfill most of the Title I Schoolwide Program application’s requirements.
   - A brief addendum to the Unified CNA and SIP template must also be completed to fully complete the Title I School Program application’s requirements. The addendum can be found [HERE](#).
Key Terms

The list below includes concepts and terms from the CNA/SIP that are frequently asked about. A direct link to the relevant phase of the Moodle course is provided where the term is explained and additional guidance/resources are provided.

- Domain of Study................................................................. CNA Phase 1 or SIP Phase 1
- Vision of Excellence................................................................. CNA Phase 2
- Cultural Competency............................................................... SIP Phase 3
- Root Cause Analysis................................................................. CNA Phase 6
- Data Quality Review................................................................. CNA Phase 6
- Gap Analysis........................................................................... SIP Phase 3
- Evidence-Based Interventions...................................................... SIP Phase 4
- Professional Development Plan.................................................... SIP Phase 5
- SMART Goals........................................................................... SIP Phase 6