**What is it the schoolwide comprehensive needs assessment?**

Section 1114(b) of the *No Child Left Behind Act* (NCLB) requires schools that want to operate a schoolwide program to conduct a needs assessment to develop the schoolwide plan. This needs assessment is outlined as a step-step process by the United States Department of Education.

**Step 1: Establish a Schoolwide Planning Team**

Section 1114(b)(2)(B) of Title I law requires that the plan be developed with the involvement of parents and other members of the community to be served as well as teachers, principals and administrators. This formal planning team should meet regularly to organize and oversee the needs assessment process, guide in the development of the written plan, and conduct the annual review.

**Step 2: Clarify the Vision for Reform**

Prior to collecting and analyzing data, the planning team in conjunction with the school staff should meet and discuss the vision for reform. This collective vision defines what the school will look like in terms of student success. The goals and programs identified in the schoolwide plan should align with this vision.

**Step 3: Create the School Profile**

The school profile is a data-driven description of the school’s current status. At a minimum, schools should assess the current status in the focus areas which significantly affect student achievement: student needs, curriculum and instruction, professional development, family and community involvement, and school context and organization.

**Step 4: Identify Data Sources**

The planning team is responsible for gathering and organizing data related to the focus areas in the school profile. Quantitative and qualitative data may be used (i.e., student achievement results, parent surveys).

**Step 5: Analyze the Data and Current Performance Level *(SEE COLUMNS 1 & 2 on DMM)***

As the planning team analyzes the data, the gaps between the current state of the school and the established vision for reform will become more apparent. The strengths, weaknesses, and areas of critical need will emerge and become the basis for the goals and strategies that will be developed in the written schoolwide plan. Results of the data analysis should be summarized and presented to all stakeholders.

**Step 6: Determine the Root Cause(s) *(SEE COLUMN 3 on DMM)***

Utilizing the data and a root cause analysis tool (such as a fishbone tool), identify what is causing the gaps identified through data analysis. In identifying results or symptoms that may lead to these gaps, push to identify the specific cause and driver of what leads to these results.

**Step 7: Identify Recommendations to Close the Gap(s) *(SEE COLUMN 4 on DMM)***

The planning team should develop strategies, systems, and timelines for implementing changes that will address root causes of identified gaps. The team should work to prioritize the most critical changes necessary to elicit maximum impact. While there may be more strategies and systems to try at a later date, only those recommendations that are most critical to addressing identified gaps should be put forward for implementation.

**Step 8: Identify Success Assurances *(SEE COLUMN 5 on DMM)***

In putting forth recommendations, the planning team should develop clear timelines for implementation, and be clear about who from site will be a part of the team working to put in place changes at the school site. Leaders for each recommendation should be identified and the planning team should be clear about the resources, tools, and systemic changes needed to ensure recommendations are implemented with fidelity.

**Step 9: Identify the progress monitoring strategy *(SEE COLUMN 6 on DMM)***

The planning team should identify the short, medium or long term outcome data that will be used to monitor the implementation of the programs and services identified to improve outcomes.

**Step 10: Describe the Evaluation Strategy *(SEE COLUMN 6 on DMM)***

The planning team should be clear about the metrics that will be used to evaluate the effectiveness of the implemented recommendations. This evaluation should include a plan to ensure that recommendations were carried out as intended, and should provide clear alignment with the gaps in the data and performance levels identified in Step 5.

**What evidence should be collected as sites complete the continuous improvement process?**

Schoolwide sites should retain the following documentation for monitoring and sustainability purposes:

□ Minutes, agendas and attendance records for planning team meetings

□ Written vision for reform

□ School Profile

□ Sample data used to conduct the needs assessment

□ Summary of data analysis presented to stakeholders

**Guiding Questions**

1. **Establish a Schoolwide Planning Team**
2. How were the planning team members selected and recruited?
3. How has the planning team decided to organize its work?
4. How will the planning team communicate with the staff, parents and community?
5. **Clarify the Vision for Reform**
6. What is the school’s purpose and mission? How was this shared with the planning team?
7. What are the expectations for students? How was this shared with the planning team?
8. **Create the School Profile**

**Each of these questions should be addressed by the entire planning committee. After sharing school programs and data, how did the members of the planning committee answer the following questions?**

1. How well are the students achieving on State assessments? On other formative and summative assessments? How was this shared with the planning team?
2. How does the school identify individual student needs?
3. What are the student attendance rates?
4. What instructional materials and strategies are used at the school? Are they aligned with the Common Core State Standards?
5. What assessment instruments are used by teachers to measure student achievement?
6. How are assessment results used?
7. Is there a process to determine professional development needs of teachers?
8. How the teachers have the opportunity to collaborate horizontally and vertically?
9. How teachers communicate regularly with parents? What communication methods are used?
10. How do parents and the community support student learning?
11. How does the school involve parents and the community in decision making?
12. How does the community view the school?
13. Is the entire staff involved in decisions about school operations?
14. How the policies and procedures of the school support improved student achievement?
15. Overall, how much progress was made last year? In the last two years?
16. **Identify Data Sources**
17. What outcome data are needed to gain an accurate understanding of the current level of performance?
18. What types of data were used in the needs assessment? (Attach to this document)
19. How was data from various sources collected and analyzed by the planning team?
20. Have parent/teacher/student surveys been conducted? How were the results shared with the planning team?
21. What areas of strength, weakness, and critical need were identified by the data by the members of the planning team?
22. **Analyze the Data and Current Performance Level**
23. What are the gaps identified by the planning team between the current state of the school and the desired level of performance/vision for reform?
24. How does the planning team suggest that the data be shared with students, parents, teachers, and the community at large?
25. What additional sources of data does the planning team recommend to be collected to inform the evaluation of the planned services? Who will be responsible and how will they be collected?
26. **Determine the Root Cause(s)**
27. What are the causes of the gap(s)?
28. What contributing factors are present that are responsible for the current results of students and overall school performance?
29. **Identify Recommendations to Close the Gap(s)**
30. What goals and strategies aligned to the Title I Required components, does the planning team recommend for inclusion in the written schoolwide plan to close the gaps?

**At a minimum, the committee should recommend strategies in the following areas to inform the comprehensive school plan:**

* Identify research-based school reform strategies
* Ensure teachers and paraprofessional are highly qualified
* Provide academic support to meet the state standards for the targeted subgroups (economically disadvantaged students, students from major racial and ethnic groups, students with disabilities, limited English proficient students, and migrant students)
* Support professional development needs for teachers and support staff
* Increase parental involvement
* Assist in the transition to kindergarten
* Identify ways for teachers to be involved in decision making
* Ensure students are receiving timely, effective services
* Coordinate Title I with other federal programs, and state and local services

1. What actions taken will mitigate the cause(s) identified in the analysis above?
2. What program/s or service/s will be implemented to mitigate or eliminate the primary cause/s for current performance levels?
3. What current research supports your proposed action?
4. A theory of action may be developed:
5. If we do (corrective action):
6. It will eliminate/mitigate (cause/s):
7. Resulting in (define improved performance level/s).
8. Have all interdependencies and connections between the proposed program and other existing programs been identified?
9. Do you need approval or buy in for your proposed corrective action?
10. **Identify Success Assurances**
11. What indicators have the planning team identified will confirm that the intervention will be successful?
12. What is the governance structure for those leading and responsible for the implementation and evaluation of the new program/service?
13. Have all major tasks been identified with accompanying deliverables, timelines, and person/s responsible?
14. **Identify the progress monitoring strategy**
15. What short, medium or long term outcome data will be used to progress monitor the implementation of the program/service or reform strategy?
16. **Describe the evaluation strategy**
17. What Key Performance Indicators will provide sustained successful implementation?