

Benefits/Opportunities - Comprehensive Local Needs Assessment (CLNA)

- Engage district staff and administration up and down the education 'chain'
- Pause and reflect on plans for CTE moving forward
- Re-assess 'business as usual' programs and activities through new Perkins V lens
- Assess whether offerings are in fact aligned to current community and workforce needs
- Review and expand/update processes to constructively engage a broader range of stakeholders

Comprehensive Local Needs Assessment (CLNA) Overview -

- Districts must conduct or update a CLNA every two years.
- All budget expenditures must be tied to CLNA findings.
- The CLNA Workbook (form [#05-20-036a](#)) is an optional guide. Districts may use any other process they choose.
- CLNAs are internal documents and are NOT submitted to DEED
- Documentation of whatever CLNA process the district uses must be retained onsite and provided if requested.
- Districts will only submit the CLNA Results Form ([#05-20-036](#)) which is uploaded to GMS.

CLNA Results Form (Parts A-E)

- It is possible that some Parts will not have a finding on the CLNA Results Form.
- For Parts where there are no findings, please write "No Finding"
- Any Parts (A-E) tied to budget expenditures must contain findings and goals.
- Whenever Possible – goals should be:
 - SMART:
 - Specific
 - Measurable
 - Attainable
 - Relevant
 - Time-based
 - Outcome rather than input focused (i.e. 'in two years four or more students will begin the new CNA pathway' as opposed to 'in two years we will have a CNA pathway').
- Write Findings and Goals with enough specificity so that they make sense to an external viewer who has not seen the internal CLNA process.