



Directions for Taking the CNA

Use the link below to access the Comprehensive Needs Assessment (CNA). You can copy and share this URL with all stakeholders in your district:

https://montanaopi.sjc1.qualtrics.com/jfe/form/SV_dp2Lxfg0VtC3aTA

1. Getting Started

- When the CNA is opened, respondents will first see a short set of preliminary questions. These help direct each stakeholder to the correct set of survey questions.

2. Number of Questions

- The number of questions will vary depending on:
 - The stakeholder group the respondent belongs to.
 - How they answer a few key questions (for example, the percentage of Native American students in the district, or whether the district has a CTE program).

3. Rating Scale

- Respondents will rate each question using a 1–4 scale:

Rating	Description
1	I don't know or not being implemented
2	Basic Implementation - The district has started the process, but implementation is inconsistent across the district.
3	Proficient Implementation - A practice or process is in place across the district.
4	Effective or Sustained Practice - A practice or process is in place across the district with fidelity.



4. District Survey Window

- Each district will set its own response window (the timeframe during which stakeholders can complete the CNA).
- The district should communicate the response deadline clearly to all stakeholders.
- When the response window closes, the district superintendent should:
 - Go to School Accreditation.
 - Click on Comprehensive Needs Assessment.
 - Click on Request District CNA Results.

5. Receiving Results

- After the District Superintendent submits the request, OPI will create a Qualtrics account for the superintendent.
- OPI staff will contact the superintendent directly to provide assistance and next steps.
- Beginning in School Year 2025–2026, District Superintendents will be able to log in to the CNA Dashboard to independently access and download their district results.

Troubleshooting Tips

If you or your stakeholders have trouble opening the CNA, try the following steps:

1. Clear Cache and Cookies
 - Follow the instructions for your browser:
 - [Google Chrome](#)
 - [Microsoft Edge](#)
 - [Safari](#)
2. Restart the Device
 - Restarting can help clear temporary issues preventing the CNA from loading properly.