

# CFP Needs Assessment and Planning Tips and Hints

## A. Why?

- Required by the law
- Systemic planning - an ongoing process to:
  - Identify needs
  - Identify interventions that address needs
  - Assess effectiveness of interventions
  - Make revisions as needed
- Provides structure for improvement
- Provides implementation path
- Multi-step process



## B. What?

- Establishing a planning team
- Clarifying the vision
- Creating the school profile
- Identifying data sources
- Analyzing data
- Completing the cycle

## C. How?

- **Establishing a planning team:** this group should include diverse membership and should organize/oversee the process, lead staff in developing the plan, and conduct/oversee the evaluation
- **Clarifying the vision:** Staff should discuss what their school will look like in terms of student success, and how that vision differs from what currently exists.
- **Creating the school profile:** The profile is the data-driven description of the school's student, staff, and community demographics, programs, and mission.
- **Identifying data sources:** Focus on Five (5) Main Areas: Student Needs, Curriculum and Instruction, Professional Development, Family & Community Involvement, and School Context & Organization
- **Analyzing data:** To find the gaps between the vision and the current state.
- **Completing the Cycle:** Writing the plan, implementing the plan or taking action, and evaluating the results

Population 25 Years and Over Without a High School Diploma

