Local Needs Assessment/Comprehensive Local Needs Assessment System Support Document

Updated 01/16/2020
Overview

The secondary Illinois Comprehensive Local Needs Assessment process consists of the following steps:

1. Verification of current approved Programs of Study (ISBE will provide list to be approved; this step must be completed prior to stakeholder engagement)
2. Completion the Program Data Review (PDR) (secondary schools must complete)
3. Completion of Local Needs Assessment (LNA) (secondary districts must complete)
4. Identification of Planning Team (stakeholder engagement; establish dates to meet with stakeholders to complete CLNA)
5. Identification of data sources (PDR and LNA results will be provided for review)
6. Analysis of the disaggregated data (stakeholder discussion with prompts; many data points are prepopulated from the PDR and LNA)
7. Identification of areas of growth and strengths (what is working; summaries within each area of measurement)
8. Identification of areas of opportunity (what requires improvement; summaries within each area of measurement)
9. Prioritization of opportunities (create a timeline based on your needs for each area of measurement within the programs of study)

Please use this document as a guide to walk you through the online process of completing your LNA and CLNA.

If you have programmatic questions or if there are issues with system functionality, please contact ISBE’s CTE and Innovation Department at (217) 524-4832 or cte@isbe.net. When you reach out through email with an issue, please include the RCDTs, a description of the issue, and a screen shot(s) of the issue. If you have IWAS access issues, please call ISBE’s Call Center at (217) 558-3600.
Access Levels and Accessing the System

Accessing Levels

What does the Access Level mean?

CTE Comprehensive Local Needs Assessment – School District and Area Career Center Access

<table>
<thead>
<tr>
<th>Access Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>School User</td>
<td>School User is view only.</td>
</tr>
<tr>
<td>District Admin</td>
<td>District Administrators are generally school district superintendents or area career center directors. They will either complete the Local Needs Assessment application for their respective entities or grant access to additional District Admin (district-based staff with CTE knowledge) to complete this process. This access is view only for the Comprehensive Local Needs Assessment.</td>
</tr>
</tbody>
</table>

CTE Comprehensive Local Needs Assessment – Education for Employment (EFE) Access

<table>
<thead>
<tr>
<th>Access Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>Business Manager is the Education for Employment (EFE) System Director. Communicates with District Admin to assist them in completing the Local Needs Assessment (LNA). EFE Systems with region center CTE programs: complete LNA for those centers or assign other EFE personnel as the Business Manager for completion. When all LNAs submitted, complete the Comprehensive LNA (CLNA). Can Unlock LNA application unless CLNA has started.</td>
</tr>
</tbody>
</table>

- District Admin:
  - School District Administrative Agent – usually Superintendent
  - Area Career Center (ACC) Administrative Agent – usually ACC Director

- Business Manager: EFE Administrative Agent or their designee; will also be the individual to update EFE region center programs and courses

Please Note: All users for the CTE Program of Study Approval system were given the same access in the Comprehensive Local Needs Assessment system

Accessing the System

- Sign into ISBE Web Application Security (IWAS) - https://sec.isbe.net/iwas/asp/login.asp?js=true
- Click on System Listing; then Reporting – Annual – CTE Comprehensive Local Needs Assessment
**IWAS User Access**

- **Existing IWAS Users:**
  - Go to System Listing – Click on [Want to Signup for Other Systems?](ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf) (bottom right)
  - Go to Reporting – Annual – CTE Comprehensive Local Needs Assessment;
  - Click the **Sign Up Now** button next to it;
  - Complete the necessary information, including justification for access; and
  - Click

- **New IWAS Users:**
  - Go to System Listing – Reporting – Annual – CTE Comprehensive Local Needs Assessment;
  - Click the **Sign Up Now** button next to it;
  - Complete the necessary information, including justification for access; and
  - Click

- **NOTE:** Districts and Area career centers District Admin can choose to complete the application for their respective entities or grant access to additional District Admin to complete this process.

**ACCESS LEVEL CLARIFICATION FOR SCHOOLS and SCHOOL DISTRICTS:**

*If you log in to the CTE Comprehensive Local Needs Assessment and no information populates on your screen, you have an access level issue.*

If user’s **IWAS profile is District-based** (many times ends in four zeros):

- User’s access for the CTE Comprehensive Local Needs Assessment should be District Admin.
  - This will allow user to see all schools in the district and make any necessary changes.

If user’s **IWAS profile is School-based** (school code matches a school not a district):

- User’s access for CTE Comprehensive Local Needs Assessment should be School User.
  - This will allow user to only see information for the school the user is affiliated with and make any necessary changes.

- If user’s **IWAS profile is School- based AND user is responsible for reporting for all schools** in the District:
  - User should be assigned District Admin for this system.
    - This will allow the user to report on any – or all – school(s) in the District.

**Please note, there is not a limit on the number of individuals who can have District Admin access.**

**District Admin or Business Manager – Granting User Access to Complete Application**

- Process for granting access:
  - Login to IWAS;
  - Go to the CTE Comprehensive Local Needs Assessment system request;
  - Select District Admin (school district or area career center) or Business Manager (EFE) for the correct school representative; and
  - Approve access.
Local Needs Assessment (LNA)

District Admin or Individual Completing the Application:

Step 1: Log into the CTE Comprehensive Local Needs Assessment.

Step 2: When you login, the landing page displays an overview of the CLNA process, including completion dates for both the LNA and CLNA. Click **Continue** to enter the LNA system.

Step 3: Upon entering the LNA dashboard, you will see the District & Career Center or Regional Center which are assigned to this access level. The status of the LNA is indicated under the Status column (Application not yet started indicates the LNA has not begun, District Admin Draft indicates the LNA has been started and is in draft format and Submitted indicates the completion of LNA). The Submit Date and Submitted By are also provided. Click on **Fill Application** to begin the LNA or to return to the application that was previously started.

➢ Note the system menu allows you to easily access various support documents for additional information

Step 4: Section 1 addresses stakeholder involvement by asking you to identify the name of each person that has agreed to participate in the completion of the LNA. Parent and Student participation is reflected in the bottom portion of the page.

Beginning with the first row, type the individual’s name, use the drop-down box to indicate their role, and then select one or more of the formats for their participation. Click **Add** to add additional rows. For the role “Employer”, the “Name” should include, at minimum, the name of the employer; the name of the individual representing that business is optional.

**Required:** At least one stakeholder must be identified (e.g., the person completing the form)

**Please Note:** If an individual has multiple roles, you must enter their name for each role they represent. You must complete name, title, and involvement for the record to save.
The second portion of section 1 gathers data on the number of Parents and Students which participated in the LNA process. Indicate in each box the number of Parents and Students involved in the three involvement options.

Upon the completion of Section 1, click on Next, located in the bottom right hand corner of the page, to save your information and move to the next section. Please note: While you can toggle between each section of the LNA at the top of the page, any information that has been entered WILL NOT be saved unless you click on Next.

Step 5: Section 2 addresses student performance. Review the data points needed as well as the discussion prompts to answer the three questions on student performance. Please note: Data points or guidance documents will appear in a new link.

Required: All questions must be answered, even if you enter “N/A”.

Upon the completion of Section 2, click on Next, located in the bottom right hand corner of the page, to save your information and move to the next section. Please note: While you can toggle between each section of the LNA at the top, any information that has been entered WILL NOT be saved unless you click on Next.
Step 6: Section 3 addresses access to high quality CTE programs. Review the data points needed as well as the discussion prompts to answer the three questions on student access to high quality CTE programs. Please note: Data points or guidance documents will appear in a new link.

Required: All questions must be answered, even if you enter "N/A"

Upon the completion of Section 3, click on [Next], located in the bottom right hand corner of the page, to save your information and move to the next section. Please note: While you can toggle between each section of the LNA at the top, any information that has been entered WILL NOT be saved unless you click on [Next].

Step 7: Section 4 addresses labor market alignment. Review the data points needed as well as the discussion prompts to answer the six questions on labor market alignment. Please note: Data points or guidance documents will appear in a new link.

To access IDES Data, click on “View IDES data” which will open a new tab with ISBE’s CTE Webpage. Under News and Updates, click on CTE Program Data Review and Local Needs Assessment/Comprehensive Local Needs Assessment Systems in IWAS which will expand this section. The PDF documents are State and Economic Development Region (EDR) labor market data. To determine your EDR, click on “Definitions of Illinois Economic Development Regions”. Helpful tips for reviewing data:

- The O*Net link has a crosswalk that aligns CIPs to Standard Occupational Classifications (SOC) listed in the State and Regional data documents
- Learn More, Earn More provides information on Illinois’ In-Demand, High-Wage Occupations through 2026
- Within the State and Regional documents, focus the Average Annual Total Job Openings to determine actual labor market needs. Please note:
  - SOC ending in “0000” is an Industry Classification
  - SOC ending in “000” is an Occupational Classification
  - SOC ending in any other number than zero is a specific occupation

Required: All questions must be answered, even if you enter “N/A”
Upon the completion of Section 4, click on **Next**, located in the bottom right hand corner of the page, to save your information and move to the next section. *Please note: While you can toggle between each section of the LNA at the top, any information that has been entered WILL NOT be saved unless you click on Next."

**Step 8:** Section 5 addresses size, scope, and quality. Review the data points needed as well as the discussion prompts to answer the ten questions on size, scope, and quality. *Please note: Data points or guidance documents will appear in a new link.*

**Required:** All questions must be answered, even if you enter “N/A”.

Upon the completion of Section 5, click on **Next**, located in the bottom right hand corner of the page, to save your information and move to the next section. *Please note: While you can toggle between each section of the LNA at the top, any information that has been entered WILL NOT be saved unless you click on Next."
Step 9: Section 6 addresses implementing programs of study. Review the data points needed as well as the discussion prompts to answer the seven questions on implementing programs of study. Please note: Data points or guidance documents will appear in a new link.

Required: All questions must be answered, even if you enter “N/A”

Upon the completion of Section 6, click on Next, located in the bottom right hand corner of the page, to save your information and move to the next section. Please note: While you can toggle between each section of the LNA at the top, any information that has been entered WILL NOT be saved unless you click on Next.

Step 10: Section 7 addresses recruitment, retention, and training. Review the data points needed as well as the discussion prompts to answer the four questions on recruitment, retention, and training. Please note: Data points or guidance documents will appear in a new link.

Required: All questions must be answered, even if you enter “N/A”
Upon the completion of Section 7, click on **Review**, located in the bottom right hand corner of the page, to save your information and move to the review of all sections. Use Ctrl-P to print the Review page for your records. Based on your review, you can either **Submit** or click **Cancel** to return you to the home page. **Please note: If you click Submit and not all sections are complete, you will receive an error message(s) indicating which section(s) need to be addressed. Click on “Back to Application” to return to Section 1.**

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**Local Needs Assessment (LNA) – Unlocking and Viewing Applications**

**Business Manager Access Level:** When you login as a Business Manager, the home page displays all of the districts within your system.

**Step 1:** Log into the CTE Comprehensive Local Needs Assessment.

**Step 2:** When you login, the landing page displays an overview of the CLNA process, including completion dates for both the LNA and CLNA. Click **Continue** to enter the system.

**Step 3:** You will now be able to view the status of each district’s LNA application status (*Application not yet started* indicates the LNA has not begun, *District Admin Draft* indicates the LNA has been started and is in draft format and *Submitted* indicates the completion of LNA). The Submit Date and Submitted By are also provided. To view the district’s CTE LNA application, click on the “View Application” button. **Up until the Comprehensive Local Needs Assessment (CLNA) has started, the Business Manager can Unlock the LNA for changes by clicking on the “Unlock” button for the appropriate district.**
Comprehensive Local Needs Assessment (CLNA)

**Business Manager or Individual Completing the Application:** When you login as a Business Manager, the home page displays all of the districts within your system.

**Step 1:** Log into the CTE Comprehensive Local Needs Assessment.

**Step 2:** When you login, the landing page displays an overview of the CLNA process, including completion dates for both the LNA and CLNA. Click continue to enter the system.

**Step 3:** Upon entering the LNA dashboard, you will see the Districts, Career Centers or Regional Center which are assigned to this access level. The status of the LNA is indicated under the Status column (Application not yet started indicates the LNA has not begun, District Admin Draft indicates the LNA has been started and is in draft format and Submitted indicates the completion of LNA). The Submit Date and Submitted By are also provided. Once all LNAs are completed, click on fill comprehensive in the upper right to begin the CLNA or edit comprehensive to return to the application that was previously started.

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**Note the system menu allows you to easily access various support documents for additional information**

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**Step 4:** Section 1 addresses stakeholder involvement by asking you to identify the name of each person that has agreed to participate in the completion of the CLNA. Parent and Student participation is reflected in the bottom portion of the page.

Beginning with the first row, type the individual’s name, use the drop-down box to indicate their role, and then select one or more of the formats for their participation. Click add to add additional rows. For the role “Employer,” the “Name” should include, at minimum, the name of the employer; the name of the individual representing that business is optional.

**Required:** Throughout the LNA and CLNA process, all stakeholder required roles must be involved and reflected in the LNA and/or CLNA applications.

**Please Note:** If an individual has multiple roles, you must enter their name for each role they represent. You must complete name, title, and involvement for the record to save.
The second portion of section 1 shows data on the number of Parents and Students which participated in the LNA process across your EFE system and will be prepopulated from the LNAs. You can edit the totals if needed. **Please note: Once you edit and save the number by clicking “Next,” it will not revert back to the prepopulated number; you would have to remember the prepopulated number to reenter the value.**

Indicate in each box the number of Parents and Students involved in the three involvement options.

Upon the completion of Section 1, click on Next, located in the bottom right hand corner of the page, to save your information and move to the next section. **Please note: While you can toggle between each section of the CLNA at the top of the page, any information that has been entered WILL NOT be saved unless you click on Next.**
Step 5: Section 2 addresses student performance. Review the data points needed as well as the discussion prompts to answer the two questions on student performance. Please note: Data points or guidance documents will appear in a new link.

Required: All questions must be answered, even if you enter “N/A”

Upon the completion of Section 2, click on the button located in the bottom right hand corner of the page, to save your information and move to the next section. Please note: While you can toggle between each section of the CLNA at the top, any information that has been entered WILL NOT be saved unless you click on

Step 6: Section 3 addresses access to high quality CTE programs. Review the data points needed as well as the discussion prompts to answer the two questions on student access to high quality CTE programs. Please note: Data points or guidance documents will appear in a new link.

Required: All questions must be answered, even if you enter “N/A”
Upon the completion of Section 3, click on Next, located in the bottom right hand corner of the page, to save your information and move to the next section. Please note: While you can toggle between each section of the CLNA at the top, any information that has been entered WILL NOT be saved unless you click on Next.

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Required: All questions must be answered, even if you enter “N/A”

Step 9: Section 6 addresses implementing programs of study. Review the data points needed as well as the discussion prompts to answer the seven questions on implementing programs of study. Please note: Data points or guidance documents will appear in a new link.

Required: All questions must be answered, even if you enter “N/A”
Upon the completion of Section 6, click on [Next], located in the bottom right hand corner of the page, to save your information and move to the next section. Please note: While you can toggle between each section of the CLNA at the top, any information that has been entered WILL NOT be saved unless you click on [Next].

**Step 10:** Section 7 addresses recruitment, retention, and training. Review the data points needed as well as the discussion prompts to answer the four questions on recruitment, retention, and training. Please note: Data points or guidance documents will appear in a new link.

**Required:** All questions must be answered, even if you enter “N/A”

Upon the completion of Section 7, click on [Review], located in the bottom right hand corner of the page, to save your information and move to the review of all sections. Use Ctrl-P to print the Review page for your records. Based on your review, you can either [Submit] or click [Cancel] to return you to the home page. Please note: If you click Submit and not all sections are complete, you will receive an error message(s) indicating which section(s) need to be addressed. Click on “Back to Application” to return to Section 1.