



# ARIZONA DEPARTMENT OF EDUCATION

## FY25 CNA/IAP FAQs

- **Where is the CNA?**

The CNA is available in Grants Management. Open your current funding application. Using the left menu bar, click on Planning and select Integrated Action Plan. Change the year to 2025.

- New CNA and IAP Resource link: <https://www.azed.gov/improvement>

- **Where are the guiding questions?**

The School Level Data and Focal Point questions are beneath the Comprehensive Needs Assessment in each of the school Integrated Action Plans.

- **When are the IAPs due?**

IAPs are due May 1<sup>st</sup> or prior to any funding application approval.

- **Are funding tags still required?**

Funding tags are no longer an option and are no longer required.

- **How will Title III-A fit into this?**

Title III-A has created a questionnaire in the funding application to address requirements that used to be in the LIAP.

- **How do we determine who the person is responsible for each action step?**

This is up the LEA/School planning team.

- **Do the students with disabilities graph include the students who take the MSAA test?**

Yes.

- **In relation to EMAC and monitoring, is any of that changing?**

Please reach out to the different program area specialists for program specific information regarding programs in EMAC.

- **Regarding individual schools, is it recommended that we have a district meeting and individual school meetings with the teams?**

This is the preference of the LEA. The size of the LEA would help determine if this is necessary.

- **Do single site LEAs have to complete a district IAP and school IAP?**

Single site LEAs must only complete the school IAP. In the district level information, LEAs need to go into the Goals & Action Steps and check the box stating they consist of one site or school.

- **With the goals and action steps, do we only need a math and ELA goal for each site?**

A math goal and an ELA goal is required. We recommend at least three action steps per goal that specify how the district or site plans to meet each goal.

- **How would a K-12 school write a math and ELA goal specific to elementary or high school?**

This is based on the preference of the LEA. Some ideas are to use the same space and write different goals for different grade bands and label the action steps to make it clear which action step aligns to which goal. Another option would be to use the math and ELA spaces for elementary and the optional additional goals for high school.

- **Do we need to include all the focal points for each of our goals?**

This is not required by ADE.

Description ( View Sections Only View All Pages )	
All	
History Log	
History Log	
Create Comment	
School Planning Team	
School Planning Team (REQUIRED)	
Comprehensive Needs Assessment	
School Level Data	
Focal Point Questions	
Goals and Actions Steps	
Goals and Action Steps	
Related Documents	
Related Documents	
All	

- **If goals shift or adjust in the middle of the school year, can we adjust to that?**  
Yes, the same revision process will be expected.
- **How do we justify Title I-A set asides?**  
We have built a questionnaire into the Title I-A funding application to address the LEA's plan for family and community engagement, transitions, and Title I-A targeted programs. Funded activities need to align to the needs and goals. LEAs are NOT required to have an action step for each funded activity. If the funded activities align to the goals, no other justification is needed.
- **Are we required to add additional goals (other than Math and ELA)?**  
No, LEAs are only required to have a math goal and an ELA goal. The other two additional goals are optional.
- **Can you review expectations for schools in school improvement (CSI, A-TSI, D/F)?**  
Schools in school improvement must have goals aligned to one of the Focal Point questions 2-5. LEAs are not required to have an action step aligned to each but need to focus on at least one from 2-5.
- **Who will receive the data link and when?**  
The data is currently available. The data link is built into the planning tool in Grants Management. Click on any school Integrated Action Plan. Beneath Comprehensive Needs Assessment, click on School Level Data. The link is at the top of that page.  
The graphs may also be accessed from the School Support and Improvement website:  
<https://www.azed.gov/improvement/comprehensive-needs-assessment-graphs>
- **Will graphs allow LEAs to see other schools so that they can reach out if a school is performing better?**  
Yes, this will be a function once the Helios graphs are linked.
- **How do we pull up other schools to compare?**  
If you know the name of the school you would like to compare, you may select that school the same way you select your school. Once the Helio graphs are linked, you will be able to hover over their data point to view the name.
- **What if no data is displaying when I choose my school?**  
If there are 10 or fewer students for any indicator, the data cannot be displayed due to FERPA regulations. In this situation, the graph will state that no data is available for the selected school(s). Check the N/A box for any question in the CNA that lacks enough students to display data.
- **What is the difference in School Level Data Questions 3 and 4?**  
Question three is asking LEAs to reflect on the achievement gap for all subgroups except students with disabilities. Question 4 is asking LEAs to reflect on the difference in achievement for only students with disabilities.
- **Previous training said that LEAs must upload their graphs in Related Documents. Is this still required?**  
No, this is no longer required. ADE hopes to decrease duplicative work for LEA officials. ADE staff have the same access to the graphs; therefore, LEAs are not being asked to upload them in Related Documents.
- **How do we correct PE and art participation data if our graphs are incorrect?**  
Please refer to the [Well-Rounded Education Data: LEA Reporting Toolkit](#)
- **How do LEAs add action steps?**  
LEAs have the option to add as many action steps as needed. Under each action step, there is an option to add a row when in draft or revision status.

- **Do we need to have an action step for each budgeted item? Are other action steps required?**

No, to maintain the integrity of plan, LEAs are not required to have an action step for each budgeted item. However, budgeted items are required to be aligned to the needs/goals. No other action steps are required. If a budgeted item needs more clarification, the specialist will reach out. More detail in the budget narrative would also be helpful if the alignment is not blatant.