

**TOOL 2-1 NEBRASKA MIGRANT EDUCATION PROGRAM  
CNA DATA CHECKLIST\***

	✓	Data	Comments
1		Staff needs assessment survey results	
2		Parent needs assessment survey results	
3		Youth/student needs assessment survey results	
4		Staff interview/focus group results (Optional)	
5		Parent interview/focus group results (Optional)	
6		Migrant student <b>language proficiency</b> summary, by grade, by PFS	Compared to non-migrant
7		Migrant student State <b>reading</b> achievement summary, by grade, by PFS	Compared to non-migrant
8		Migrant student informal <b>reading</b> achievement summary, by grade, by PFS	
9		Migrant student State <b>math</b> achievement summary, by grade, by PFS	Compared to non-migrant
10		Migrant student informal <b>math</b> achievement summary, by grade, by PFS	
11		Migrant student <b>graduation</b> and <b>dropout</b> numbers/rate, by PFS	Compared to non-migrant
12		Migrant pre-K child language skills summary	
13		Migrant pre-K child developmental skills summary	
14		OSY Profile summary	
15		Other:	
16		Other:	
17		Other:	
18		Other:	

**Checklist of Essential Needs Assessment Steps\***

For your needs assessment, have you:



\_\_\_ **Determined WHAT DATA you need to collect?**

- What are the questions you need to answer regarding student needs?
- What is the purpose of the needs assessment?
- What information must you get?
- Who can help you determine where to find the information you need?
- What human and fiscal resources do you need to conduct the needs assessment?

\_\_\_ **Decided on your data collection METHODS?**

- What collection methods will you use?
- Are you collecting assessment, outcome, and perception data?
- Who will you need to talk to regarding needs? Who will be your data sources?
- How often will you need to collect data to get a representative picture?

\_\_\_ **Decided how you will ORGANIZE your data?**

- Can your collected data address questions about migrant students' with the greatest needs?
- Is there any missing data? If so, is it critical to providing a complete picture of student needs?

\_\_\_ **Decided how you will ANALYZE your data?**

- Can you define the services that are needed?
- Have you planned to break out data by Migrant with PFS, all Migrant, and non-Migrant?
- Can the information help you develop reasonable and appropriate MEP programs and services?

(\*Adapted from: Kubinski, 1999)