



Intro to the Postsecondary Perkins Comprehensive Local Needs Assessment & Budget Workbook

Division of Career and Adult Education

Fall 2021



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



Overview of This Document

- Describe the purpose of the CLNA and Budget Workbook
- Overview of worksheets in the CLNA and Budget Workbook
- Explain the parts of the Program Needs Assessment worksheets



Purpose of the CLNA & Budget Excel

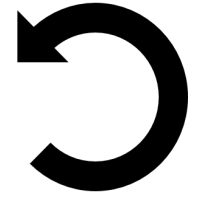
- **Needs Assessment Tool**

- The first and foremost purpose of the CLNA is to provide a tool to assess the quality of locally implemented CTE programs through the lens of Size, Scope, and Quality, Labor Market Alignment, and Program of Study policy

- **Budget Alignment Tool**

- As required by Perkins V, Perkins funds may only be used for programs that meet Size, Scope, and Quality as well as Labor Market Alignment
- Having your program needs assessment in the same worksheet as your fundable program inventory, alignment can be ensured

What Is Different About This CLNA & Budget Excel



- **All-In-One Organization**

- While the substance of the SSQ and LMA portions remains consistent, the number of columns was greatly reduced allowing for a single worksheet to be made that include SSQ, LMA, Programs of Study, and the Fundable Programs List.

- **Clearer Directions**

- A new worksheet is included that has examples and explanations of CLNA's fields.

- **Easier Self Checking**

- When a program meets SSQ, LMA, or Programs of Study criteria, the cells become highlighted.

Tour of the Workbook – Data Entry Worksheets

	A	B	C	D	E	F	G	H	I	J
1	CLNA PROGRAM SUMMARY - LABOR MARKET ALIGNMENT & SIZE, SCOPE, AND QUALITY									
2	MUST INCLUDE ALL PERKINS ELIGIBLE HIGH SCHOOL AND MIDDLE SCHOOL PROGRAMS OFFERED BY THE AGENCY IN 2022-23									
3										
4	Agency Name:	[Dropdown]								
5	Agency Number:	#N/A								
6	Career Source Region:	#N/A								
7										
8	LABOR MARKET ALIGNMENT (LMA) To be fundable, must have one (1) Primary Source OR two (2) secondary sources.									
9						PRIMARY SOURCES			SECONDARY SOURCES	
10	Fundable?	Program								
11	(That is, meets/is exempt from LMA and SSQ Requirements. Fill out this column after completing LMA and SSQ.)	(Invalid Struckth (Number								
12	(Dropdown)	(Dropdown)								
13	[Dropdown]	[Dropdown]								
14	[Dropdown]	[Dropdown]								
15	[Dropdown]	[Dropdown]								
16	[Dropdown]	[Dropdown]								
17	[Dropdown]	[Dropdown]								
18	[Dropdown]	[Dropdown]								

Dark blue tabs are to be filled out.



Tour of the Workbook – Reference Worksheets

	A	B	C	D	E	F	G	H	I	J
1	CLNA PROGRAM SUMMARY - LABOR MARKET ALIGNMENT & SIZE, SCOPE, AND QUALITY									
2	MUST INCLUDE ALL PERKINS ELIGIBLE HIGH SCHOOL AND MIDDLE SCHOOL PROGRAMS OFFERED BY THE AGENCY IN 2022-23									
3										
4	Agency Name:	[Dropdown]								
5	Agency Number:	#N/A								
6	Career Source Region:	#N/A								
7										
8	LABOR MARKET ALIGNMENT (LMA) To be fundable, must have one (1) Primary Source OR two (2) secondary sources.									
9										
10										
11	PRIMARY SOURCES							SECONDARY SOURCES		
12								I	J	
13								Secondary Source #1	Secondary Source #2	
14								(Dropdown)	(Must be Different from #1)	
15									(Dropdown)	
16	(Dropdown)					(Autopopulates)	(References 20-21 & 21-22 SDOL)			
17							(Autopopulates)			
18										

Dark green tabs are reference and directions.



Directions for the Program Needs Assessment

EXAMPLE RESPONSE



FIELD TYPE



DIRECTIONS BY COLUMN



DIRECTIONS WORKSHEET



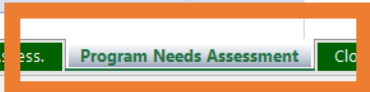
13					(Autopopulates)	
Example:	Yes	06470605 15	#REF!	493031	No	Yes
14	Cell Type:	Dropdown	#	Autopopulates (Locked)	#	Autopopulates (Locked)
15	Directions	Fill out AFTER completing LMA and SSQ. If the program meets/is exempt from LMA *AND* SSQ, select 'Yes.' If it does not meet/is exempt from either LMA *OR* SSQ, select 'No.'	Use CTE CIP number. Individual courses will be rejected.	Do not modify or paste over.	Only use official SOCs from https://www.fldoe.org/academics/career-adult-edu/perkins/clna.shtml .	Do not modify or paste over. This is based on the region identified in cell C6.
16						



Program Needs Assessment Worksheet Tour

	A	B	C	D	E	F	G	H	I	J	K	L
1	FLORIDA STATE COLLEGE INSTITUTIONS											
2	CLNA PROGRAM SUMMARY - LABOR MARKET ALIGNMENT & SIZE, SCOPE, AND QUALITY											
3	MUST INCLUDE ALL PERKINS ELIGIBLE PROGRAMS OFFERED BY THE AGENCY IN 2022-23											
4												
5	Agency Name:											
6	Agency Number:		#N/A									
7	Career Source Region:		#N/A									
8												
9	LABOR MARKET ALIGNMENT (LMA) To be fundable, must have one (1) Primary Source OR two (2) secondary sources.								SIZE, SCOPE, AND QUALITY (LMA) Program is not fundable if K, M, N, or O			
10				PRIMARY SOURCES				SECONDARY SOURCES				
11	A	B	C	D	E	F	G	H	I	J	K	L
	Fundable? (That is, meets/is exempt from LMA and SSQ Requirements. Fill this column out after completing the LMA and SSQ.) (Dropdown)	Program Number (Invalid Entries Structural) (Number Field)	Program Name (Autopopulates)	SOC Code (Must Use Officially) (Number Field)	Primary Source Option #1: Your Region's Demand Occupation List (References 20-21 & 21-22 RDOLs) (Autopopulates)	Primary Source Option #2: On State Demand Occupation List & FL Dept. of Ag. and Consumer Services (References 20-21 & 21-22 RDOLs)	Primary Source Option #3: Local CareerSource Targeted Occupation List (TOL) or Local WIOA Plan (Dropdown)	Secondary Source #1 (Dropdown)	Secondary Source #2 (Must be Different from #1) (Dropdown)	List the site(s)/campus e(s) (including virtual) involved in collectively offering enough courses to allow students the ability to complete the program. (Text/# Field)	List one or more experiential learning opportunities. E.g., work-based learning opportunity or capstone experience (if course, include course number), and/or CTSO students will have access to for this program.	List one or more business industry engaged operations the program provides. (Text)
12												
13												
14												
15												
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17												
18												
19												
20												

PROGRAM NEEDS ASSESSMENT





Program Needs Assessment Worksheet Tour

1 FLORIDA STATE COLLEGE INSTITUTIONS
2 CLNA PROGRAM SUMMARY - LABOR MARKET ALIGNMENT & SIZE, SCOPE, AND QUALITY
3 MUST INCLUDE ALL PERKINS ELIGIBLE PROGRAMS OFFERED BY THE AGENCY IN 2022-23

Agency Name:	
Agency Number:	#N/A
Career Source Region:	#N/A

AGENCY INFO
Select your agency name. Agency number and Career Source Region will autopopulate.

9 To be fundable, must have one (1) Primary Source OR two (2) Secondary Sources.
10 SIZE, SCOPE, AND QUALITY (Program is not fundable if K, M, N, or

				PRIMARY SOURCES			SECONDARY SOURCES				
A	B	C	D	E	F	G	H	I	J	K	L
Fundable? (That is, meets/is exempt from LMA and SSQ Requirements . Fill this column out after completing the LMA and SSQ.) (Dropdown)	Program Number (Invalid Entries Struckthrough) (Number Field)	Program Name (Autopopulates)	SOC Code (Must Use Officially Aligned SOCs. All Others Rejected) (Number Field)	Primary Source Option #1: Your Region's Demand Occupation List (DOL) (References 20-21 & 21-22 RDOLs) (Autopopulates)	Primary Source Option #2: On State Demand Occupation List & FL Dept. of Ag. and Consumer Services (References 20-21 & 21-22 RDOLs)	Primary Source Option #3: Local CareerSource Targeted Occupation List (TOL) or Local WIOA Plan (Dropdown)	Secondary Source #1 (Dropdown)	Secondary Source #2 (Must be Different from #1) (Dropdown)	List the site(s)/campus e(s) (including virtual) involved in collectively offering enough courses to allow students the ability to complete the program. (Text/# Field)	List one or more experiential learning opportunities. E.g., work-based learning opportunity or capstone experience (if course number), and/or CTSO students will have access to for this program.	List of more business industry engaged operating the program. (Text)



Program Needs Assessment Worksheet Tour

	A	B	C	D	E	F	G	H	I	J	K	L
1	FLORIDA STATE COLLEGE INSTITUTIONS											
2	CLNA PROGRAM SUMMARY - LABOR MARKET ALIGNMENT & SIZE, SCOPE, AND QUALITY											
3	MUST INCLUDE ALL PERKINS ELIGIBLE PROGRAMS OFFERED BY THE AGENCY IN 2022-23											
4												
5	Agency Name:											
6	Agency Number:		#N/A									
7	Career Source Region:		#N/A									
8												
9	LABOR MARKET ALIGNMENT (LMA) To be fundable, must have one (1) Primary Source OR two (2) secondary sources.								SIZE, SCOPE, AND QUALITY (SSQ) Program is not fundable if K, M, N, or O is not completed.			
10				PRIMARY SOURCES				SECONDARY SOURCES				
11	A	B	D	E	F	G	H	I	J	K	L	
	Fundable?	Program Number	SOC Code	Primary Source Option #1:	Primary Source Option #2:	Primary Source Option #3:	Secondary Source #1	Secondary Source #2	List the site(s)/campus(es) (including virtual) involved in collectively offering enough courses to allow students the ability to complete the program.	List one or more experiential learning opportunities. E.g., work-based learning opportunity or capstone experience (if course number), and/or CTSO students will have access to for this program.	List one or more business/industry engaged operations (Text)	
	(That is, meets/is exempt from LMA and SSQ Requirements. Fill this column out after completing the LMA and SSQ.)	(Invalid entries through (Number Field))	(Must Use Officially Aligned OCs. All Others rejected) Number Field)	Your Region's Demand Occupation List (DOL) (References 20-21 & 21-22 RDOLs) (Autopopulates)	On State Demand Occupation List & FL Dept. of Ag. and Consumer Services (References 20-21 & 21-22 RDOLs) (Autopopulate)	Local CareerSource Targeted Occupation List (TOL) or Local WIOA Plan (Dropdown)	(Dropdown)	(Must be Different from #1) (Dropdown)				
12	(Dropdown)								(Text/# Field)			
13												
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18												
19												
20												

FUNDABILITY
Fill this column out at the very end – once SSQ and LMA are completed. The field is a Yes/No dropdown.

Program Needs Assessment Worksheet Tour

	A	B	C	D	E	F	G	H	I	J	K	L
1	FLORIDA STATE COLLEGE INSTITUTIONS											
2	CLNA PROGRAM SUMMARY - LABOR MARKET ALIGNMENT & SIZE, SCOPE, AND QUALITY											
3	MUST INCLUDE ALL PERKINS ELIGIBLE PROGRAMS OFFERED BY THE AGENCY IN 2022-23											
4												
5	Agency Name:											
6	Agency Number:		#N/A									
7	Career Source Region:		#N/A									
8												
9	LABOR MARKET ALIGNMENT (LMA) To be fundable, must have one (1) Primary Source OR two (2) secondary sources.								SIZE, SCOPE, AND QUALITY (SQ) Program is not fundable if K, M, N, or O.			
10					PRIMARY SOURCES			SECONDARY SOURCES				
11	A	B	C	D	E	F	G	H	I	J	K	L
	Fundable/Not Fundable	Program Number	Program Name (Autopopulates)	SOC Code	Primary Source Option #1:	Primary Source Option #2:	Primary Source Option #3:	Secondary Source #1	Secondary Source #2	List the site(s)/campus(es) (including virtual) involved in collectively offering enough courses to allow students the ability to complete the program.	List one or more experiential learning opportunities. E.g., work-based learning opportunity or capstone experience (if course number), and/or CTSO students will have access to for this program.	List one or more business/industry engaged operations the program provides. (Text/Number Field)
12	(Dropdown)	(Invalid Entries Struckthrough) (Number Field)	(Autopopulates)	(Must be Officially Assigned SOCs. All Others Rejected) (Number Field)	(Autopopulate)	(Autopopulate)	(Autopopulate)	(Autopopulate)	(Autopopulate)	(Text/# Field)	(Text/# Field)	(Text/# Field)
13												
14												
15												
16												
17												
18												
19												
20												

PROGRAM INFO
Type in the official program number or CIP. Fields that go grey for a particular course or program may be skipped.

Program Needs Assessment Worksheet Tour

OFFICIAL PRIMARY OR ALTERNATIVE SOC
Type in a primary or alternative SOC code. Reference the official list included in the workbook for convenience.

exempt from LMA and SSQ Requirements. Fill this column out after completing the LMA and SSQ.)

Entries Struckthrough (Number Field)



LABOR MARKET ALIGNMENT (LMA)				SIZE, SCOPE, AND QUALITY
To be fundable, must have one (1) Primary Source OR two (2) secondary sources.				Program is not fundable if K, M, N, or
PRIMARY SOURCES				
D	E	F	G	
SOC Code	Primary Source Option #1:	Primary Source Option #2:	Primary Source Option #3:	List of more business industry engaged operating the pro (Text
(Must Use Officially Aligned SOCs. All Others Rejected)	Your Region's Demand Occupation List (DOL) (References 20-21 & 21-22 RDOLs)	On State Demand Occupation List & FL Dept. of Ag. and Consumer Services (References 20-21 & 21-22 RDOLs)	Local CareerSource Targeted Occupation List (TOL) or Local WIOA Plan (Dropdown)	
(Number Field)	(Autopopulates)	(Autopopulate)		

OFFICIAL LIST OF PRIMARY OR ALTERNATIVE SOCs
You must use SOC codes officially aligned to the program. For most programs (with the exception of college credit programs), there are multiple SOC code options.



Program Needs Assessment Worksheet Tour

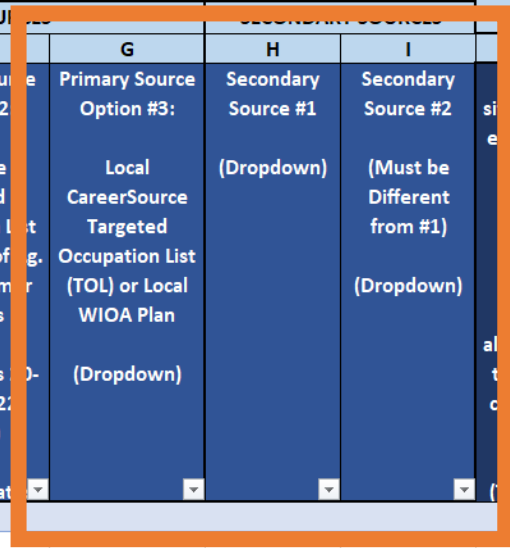
LMA DOCUMENTATION
Columns E and F are
autopopulated based on
the entered program
number and SOC
code. Do not modify or
paste over these
fields. One Primary
Source OR two different
Secondary Sources is
required for Career
Preparatory and
Technology Education
programs to be fundable –
not both.

LABOR MARKET ALIGNMENT (LMA)						SIZE, SCOPE, AND QUALITY		
To be fundable, must have one (1) Primary Source OR two (2) secondary sources.						Program is not fundable if K, M, N, or		
PRIMARY SOURCES			SECONDARY SOURCES					
D	E	F	G	H	I	J	K	L
SOC Code	Primary Source Option #1:	Primary Source Option #2:	Primary Source Option #3:	Secondary Source #1	Secondary Source #2	List the site(s)/campus(es) (including virtual)	List one or more experiential learning opportunities.	List one or more business/industry engaged operations
(Must Use Officially Aligned SOC's. Other Rejected) (Number Field)	Your Region's Demand Occupation List (DOL) (References 20-21 & 21-22 RDOLs) (Autopopulates)	On State Demand Occupation List & FL Dept. of Ag. and Consumer Services (References 20-21 & 21-22 RDOLs) (Autopopulates)	Local CareerSource Targeted Occupation List (TOL) or Local WIOA Plan (Dropdown)	(Dropdown)	(Must be Different from #1) (Dropdown)	involved in collectively offering courses to allow students the ability to complete the program.	E.g., work-based learning opportunity or capstone experience (if course number), and/or CTSO students will have access to for this program.	(Text/# Field)

Program Needs Assessment Worksheet Tour

	A	B	C	D	E	F	G	H	I	J	K	L
1	FLORIDA STATE COLLEGE INSTITUTIONS											
2	CLNA PROGRAM SUMMARY - LABOR MARKET ALIGNMENT & SIZE, SCOPE, AND QUALITY											
3	MUST INCLUDE ALL PERKINS ELIGIBLE PROGRAMS OFFERED BY THE AGENCY IN 2022-23											
4												
5	Agency Name:											
6	Agency Number:		#N/A									
7	Career Source Region:		#N/A									
8												
9	LABOR MARKET ALIGNMENT (LMA)						SIZE, SCOPE, AND QUALITY (SSQ)					
10	Use one (1) Primary Source OR two (2) secondary sources.						Program is not fundable if K, M, N, or O.					
11	A	B	C	D	E	F	G	H	I	J	K	L
	Fundable? (That is, meets/is exempt from LMA and SSQ Requirements. Fill this column out after completing the LMA and SSQ.) (Dropdown)	Program Number (Invalid Entries Struckthrough) (Number Field)	Program Name (Autopopulated)	Program Description	Primary Source #1	Primary Source #2	Primary Source Option #3: Local CareerSource Targeted Occupation List (TOL) or Local WIOA Plan (Dropdown)	Secondary Source #1 (Dropdown)	Secondary Source #2 (Must be Different from #1) (Dropdown)	List the site(s)/campus(es) (including virtual) involved in collectively offering courses to allow students the ability to complete the program.	List one or more experiential learning opportunities. E.g., work-based learning opportunity or capstone experience (if course number), and/or CTSO students will have access to for this program.	List one or more business/industry engaged operations. (Text)
12												
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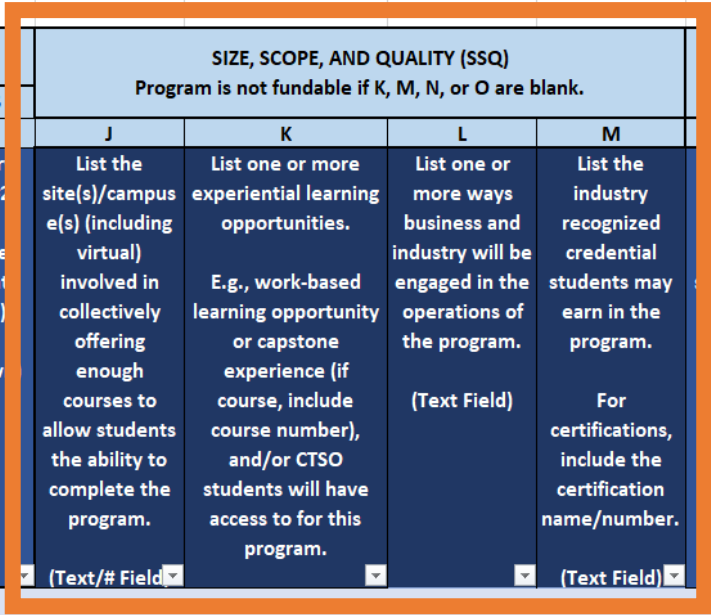
LMA DOCUMENTATION
Column G, H, and I contain drop down menus. If no 'Yes' is populated into columns E and F, use one source from G OR two different sources in H and I.



Program Needs Assessment Worksheet Tour

MARKET ALIGNMENT (LMA)		SIZE, SCOPE, AND QUALITY (SSQ)				PROGRAM OF STUDY	
Primary Source OR two (2) secondary sources.		Program is not fundable if K, M, N, or O are blank.					
PRIMARY SOURCE	SECONDARY SOURCES	J	K	L	M	N	O
		List the site(s)/campus e(s) (including virtual) involved in collectively offering enough courses to allow students the ability to complete the program.	List one or more experiential learning opportunities. E.g., work-based learning opportunity or capstone experience (if course, include course number), and/or CTSO students will have access to for this program.	List one or more ways business and industry will be engaged in the operations of the program. (Text Field)	List the industry recognized credential students may earn in the program. For certifications, include the certification name/number.	If a part of a fully compliant Program of Study, list the primary aligned secondary program. (Dropdown)	Primary Accelerated Credit Opportunity (Required for Compliance Program Study) (Dropdown)

SSQ DOCUMENTATION
Provide text/# responses to columns J through M to show SSQ compliance. If a program is out of compliance for a particular SSQ criterion, leave that cell blank.



Program Needs Assessment Worksheet Tour

PROGRAMS OF STUDY

Use the dropdown in column N to list the primary secondary program within your program of study's pathway. Then, list an accelerated credit opportunity within that program of study. All Perkins programs of study in Florida are required to have an acceleration opportunity that can be at the secondary or the postsecondary level.

PROGRAM OF STUDY	
N	O
<p>If a part of a fully compliant Program of Study, list the primary aligned secondary program. (Dropdown)</p>	<p>Primary Accelerated Credit Opportunity (Required for Compliant Programs of Study) (Dropdown)</p>