

FACT SHEET



Component Baseline Analysis- Administration Guidance

What is the CBA?

The Component Baseline Analysis is a *perception* survey that was created by the KSDE Accreditation and Design Team in partnership with Kansas MTSS and our Educational Service Centers. The purpose of the CBA is to identify district and building-level perception data in six key component areas of continuous school improvement. District level staff will respond to each item for the district only; whereas building level staff will provide their perception for their building and the district for each item.

All systems should conduct a needs assessment at the start of each improvement cycle with opportunities for ongoing data collection and analysis built into the cycle. A robust needs assessment means that you are examining both your quantitative and qualitative data in addition to taking stock of your current work and gathering stakeholder feedback. The Component Baseline Analysis is one tool that you can use to obtain perception feedback from internal, building and district-level certified staff. You can preview the survey items [here](#).



- State Board Outcomes
- Leadership & Culture
- Curriculum, Instruction, & Assessment
- Design Principles
- Data Based Decisions
- Foundational Structures

Administration Directions:

The CBA is a Qualtrics survey that can be shared with staff via a simple URL. Note, the URL can only be opened one time per user. Meaning, if you open the link, you must be prepared to take the survey. Before administering the survey to staff, we recommend that district leaders and building leaders clearly communicate:

- The Purpose of the Survey
 - Sample Email [Template](#)
- Component Areas
 - Send Survey Items ([pdf](#))
- Survey Completion Expectations
 - Link Instructions
 - Deadline for Completion

Administration Overview/Q&A
Webinar Options:
Tuesday, August 30 from
9:00-9:30 am ([zoom link](#); 791056)
Thursday, September 1 from
1:00-1:30 pm ([zoom link](#); 791056)

You might also consider establishing a 'check' for survey completion so that you know when you are ready to request your survey report from KSDE.



Receiving & Using Your Data

Once you are certain that you have survey completion, you can email Sarah Perryman (sperryman@ksde.org) to receive a copy of your system's report. Note, building-level reports can also be provided, so long as each building-level survey was completed by 10 or more staff. Please allow more time for report generation if you are requesting more than the system-level report.

Once you receive your report, you and your leadership team will want to review your perception data to look for areas where staff perception is low; areas where district and building level perception might disagree; and you can also look for internal survey validation.

Additional support for utilizing your data and comparing perception data from the survey with your quantitative data can be found on the [KESA System Information Page](#) under the 'Data Analysis' heading.

Survey Link (PUBLIC):
[CBA Survey - Public](#)

Survey Link (PRIVATE):
[CBA Survey - Private](#)

Remember, the link can only be opened one time per user. If you would like to preview the survey items, please click [here](#).

To receive your survey results, please email Sarah Perryman (sperryman@ksde.org).

If you need the survey link reset for you or another individual on your staff, please email Sarah Perryman. Please allow 1-2 business days for link resets.

For more information, contact:

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