



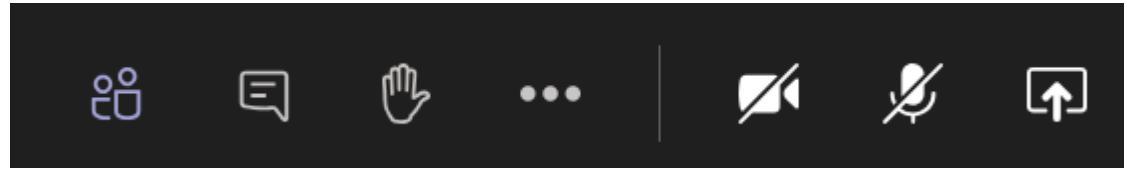
Electronic Data Collection Program

Impact Aid Program

U.S. Department of Education

June 8, 2021

Teams Buttons



- Participant list
- Chat box
- “Raise your hand” – click once to raise your hand, click again to put your hand down

- Do not share your video
- Mute your microphone
- Do not present your screen

Electronic Data Collection Team

Co-lead: Nick Di Taranto

Co-lead: Robin Gregory

Team Members:

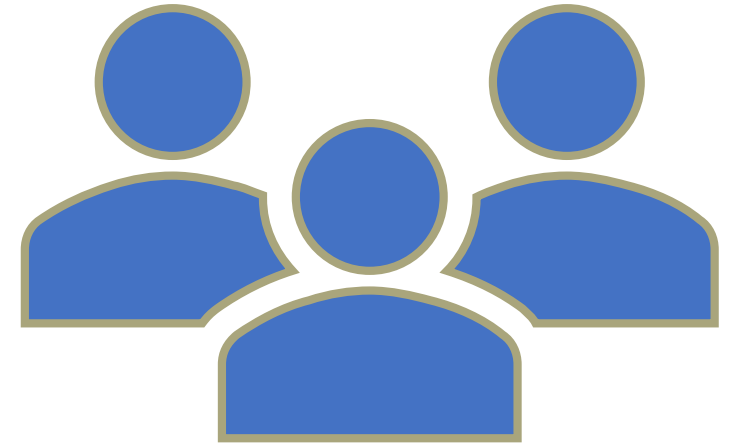
Chad Eggleston

Jacqueline Edwards

Torey Evans

Cara Kurz

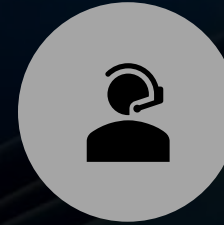
Michael Thomas



Topics for Discussion



WHAT IS ELECTRONIC
DATA COLLECTION?



WHAT ARE THE
REQUIREMENTS?



HOW CAN MY LEA
PARTICIPATE?



TIPS



QUESTIONS?

What is Electronic Data Collection (EDC)?



EDC is an alternate method for collecting survey data for your Impact Aid application electronically. LEAs have an option of using a new or pre-existing student information system.

What is Electronic Data Collection (EDC)?



The PURPOSE is to **reduce time and cost** associated with hand counting and printing paper forms to send home to parents (a.k.a. The "Backpack Express")

The OBJECTIVE is to produce **accurate, complete, and validated data** for your Impact Aid application



Happy LEAs and Impact Aid staff no longer counting paper surveys

What is Electronic Data Collection (EDC)?



How is just digital signature different?

- Use of digital signing software
- Usually sent to parents via email
- Forms are counted and either printed out or kept digitally



What are the requirements?



“We need to talk about your EDC electronic forms”

What are the requirements?



Software/System

- Use existing or purchase new/additional software to create an Impact Aid survey form online (***Impact Aid does not endorse any student information software/systems***)
- The software must:
 - Protect the personally identifiable information (PII)
 - Ensure limited access
 - Export reports using the data submitted on the form



What are the requirements?

The Survey Form

- All statutory and regulatory requirements must be met just as they are in a paper survey. (34 CFR 222.33-35)
 - Pupil information, parent live/work information, military branch/rank, etc.
 - Parent signature & date certification
- Comply with Federal, State, and local laws and regulations on e-signatures
 - Federal guidelines on e-signatures

Supplemental data is still required



Source Checks

- Certifying low rent housing and Indian Lands

Children with disabilities

- Letter/memo or spreadsheet certifying the effective IEP dates

Paper survey forms

- Can still be used in lieu of a source check form
- Can be used for children whose parents do not complete an online form

How can my LEA participate?



1. Complete your [proposal questionnaire](#)
2. Submit your proposal via email to EDCPilot@ed.gov
3. Create or use your existing survey form and report feature
4. Demonstrate your electronic data collection for Impact Aid via video meeting

How can my LEA participate?



5. Receive, sign, and return the Memorandum of Understanding

You are cleared to run your EDC Pilot!

Tips – accessible & secure



- Use an existing system if you can – no need to recreate the wheel
- Require a unique username and password for each parent/guardian
- Prevent your survey from being accessed prior to the survey date
- Send email or text alerts to notify parents they can complete the survey

Tips – accurate & complete



- Pre-populate student information
- Data validation – prevent incomplete submissions
- Review EDC Resources & reach out to Impact Aid staff
- Use drop down menus, checkboxes, radio buttons
- Conditional fields – only show relevant information

Tips



Option A ▼

- ✓ Option A
- Option B
- Option C

Drop down Menu

Tell us about yourself - All fields are required

i Your privacy is important to us. eBay does not rent or sell your personal information to third parties without your consent. To learn more, read our [privacy policy](#). Your address will be used for posting your purchase or receiving payments.

* Indicates required field

First name * Please enter your first name

Last name * Please enter your last name

Street address * Please enter your street address

Providing clear error message

Data validation – required fields

Helpful Resources



Impact Aid Resources Webpage

<https://impactaid.ed.gov/resources/>

- Training slides
- [Proposal Questionnaire](#)
- [Quick tips](#)
- [Demonstration checklist](#)
- [EDC Sample Report](#)

Questions?



Contact Information

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