



Impact Aid Program Electronic Data Collection Frequently Asked Questions

Background and General Questions

WHAT IS ELECTRONIC DATA COLLECTION (EDC)?

EDC is an alternate method for conducting your Impact Aid Program (IAP) survey, using an electronic system that produces data that is accurate, complete, and validated as of the local education agency (LEA) survey date in compliance with [regulatory](#) and [statutory requirements](#).

IS THERE A COST INVOLVED TO PARTICIPATE IN THE EDC PROGRAM? WHO PAYS?

All costs associated with the design and implementation of the electronic data system will be the sole responsibility of the LEA. EDC pilot LEAs do not receive any additional federal funding to implement or modify a current system to meet the EDC program requirements.

WILL THE IMPACT AID PROGRAM REQUIRE AN ELECTRONIC DATA COLLECTION METHOD FOR 7003 APPLICATIONS IN THE FUTURE?

The EDC program is entirely voluntary. Currently, there are no plans to require LEAs to conduct electronic surveys.

IS THERE A LIST OF WHAT SOFTWARE LEAs HAVE HAD SUCCESS USING FOR EDC?

Impact Aid does not have a public list of software each LEA participating in the EDC Program uses. The Impact Aid Program does not endorse any software vendors, nor assumes liability of any kind. If you have questions about a software, please contact the EDC team at EDCPilot@ed.gov.

DO YOU THINK AN EDC SYSTEM WILL WORK IN REMOTE AREAS?

Yes, EDC can work in remote areas. Please consider the internet accessibility and technological capabilities of your LEA's federally connected student population when developing your EDC program.

Contact Impact Aid staff if you have any concerns. We strongly encourage LEAs to conduct a concurrent paper survey the first year to ensure a smooth transition to your electronic survey method. This also serves as an effective backup should you encounter any difficulty with your data collection.

Participation Process

WHO CAN PARTICIPATE?

Any LEA that wishes to develop and launch an electronic survey using an information system/software to collect data regarding its eligible federally connected children for Section 7003 application for Impact Aid.

HOW CAN AN LEA PARTICIPATE IN THE EDC PROGRAM?

To begin the EDC participation process, please complete and return the [proposal questionnaire](#) to EDCPilot@ed.gov. We recommend the LEA start the process no later than 3 months prior to the proposed survey date or 6 months prior to the January 31 application deadline, whichever is earlier.

WHAT HAPPENS AFTER AN LEA SUBMITS A PROPOSAL QUESTIONNAIRE?

After submitting a proposal questionnaire to EDCPilot@ed.gov an EDC team member will reach out to offer technical assistance and help prepare you for the next step in the participation process. The next step is a demonstration for Impact Aid staff, that shows your EDC system meets all the requirements of the EDC program. If, after the demonstration, the EDC team approves your EDC proposal, you will receive a Memorandum of Understanding (MOU) to sign and return to Impact Aid staff. Once the MOU is signed and returned, you may run your EDC pilot for the upcoming application year. Your application will be monitored the first year that your LEA conducts its survey using EDC.

WHAT ARE SOME OF THE BEST PRACTICES FOR CREATING AN ELECTRONIC SURVEY?

Yes. Please review the [EDC Best Practices Example](#), which demonstrates some of the best practices identified by the EDC Team when creating an electronic survey. The example is dynamic and demonstrates best practices such as data validation and required fields, conditional formatting, the use of pre-populated data, and easy to use response features like drop-down menus and radio buttons.

Please note that this example is not intended for use for an actual Impact Aid survey. Additionally, please do not enter any personally identifiable information into the example.

WHEN CAN WE DEMONSTRATE MY PROPOSED ELECTRONIC PROCESS?

You should schedule a demonstration when you can show: 1) how a parent will log into your electronic system, 2) how a parent will complete the survey, 3) how a parent will sign the survey, and 4) how your software can export the data collected into a report (Excel or CSV file).

EDC Note: Please review this [demonstration checklist](#) to ensure that you meet all Impact Aid requirements before your EDC demonstration. To schedule your EDC Demo, you should contact EDCPilot@ed.gov and schedule a meeting date and time.

IF OUR PROPOSED SOFTWARE HAS ALREADY BEEN APPROVED DO I STILL HAVE TO SUBMIT A PROPOSAL AND CONDUCT A DEMONSTRATION?

Yes, each LEA must submit a proposal and demonstrate their EDC system to participate in the EDC pilot program. The approval of another LEA with the same application, electronic data collection method, and/or software does not constitute an immediate approval for participation in the Departments pilot program.

WHAT IS A MEMORANDUM OF UNDERSTANDING?

A nonbinding written agreement or letter of intent that states the responsibilities between the LEA and the Department. Upon approval of your EDC system, Impact Aid will draft a MOU and send to your LEA for signature.

WHEN SHOULD I STOP USING PAPER SURVEYS?

We strongly recommend that the LEA use a dual system of data collection (paper and electronic) for the first year of the pilot project. Maintaining a manual/paper process in parallel with the electronic collection will: 1) protect the LEA in the event there is a problem with the electronic data collection; and 2) allow the LEA to directly compare the two methods in terms of accuracy and level of effort.

WILL THE ELECTRONIC DATA COLLECTION METHOD REPLACE THE NEED TO PROVIDE SOURCE DOCUMENTS OR OTHER SUPPORTING DOCUMENTS?

No, supporting documentation is still required to support your application. This includes documentation for membership on the survey date, and supplemental documentation that may apply to your LEA. You may discuss any questions about supporting documentation with your EDC team member. See the question on supplemental documentation below.

REQUIREMENTS

WHAT INFORMATION IS REQUIRED ON OUR ELECTRONIC SURVEY FORM?

The same statutory and regulatory requirements for conducting a parent pupil survey must be met for EDC. This includes the required survey information and any supplemental documentation, such as certifications for children that reside on Indian Lands and Low Rent Housing. For more information regarding the requirements for participation in the EDC program, please review the [EDC Training slides](#).

WHAT ABOUT SUPPLEMENTAL DOCUMENTATION, SUCH AS CERTIFICATIONS FOR PUBLIC HOUSING OR INDIAN LANDS, OR NATIONAL GUARD ORDERS? HOW ARE THOSE SUBMITTED?

Supplemental documents are still required, just as they are for a paper survey. Documents must be provided via IAGS when your LEA is under field review during the first year of implementing your EDC system. Impact Aid does not prescribe a specific method for submitting this information through the Impact Aid Grant System (IAGS) as part of your application. They may be separate files or appended to your Excel/CSV file. For example, if your EDC system has the capability to receive uploaded documents, you can include a place for a parent to upload National Guard orders; or you can request parents send their orders to your LEA via email.

CAN WE HAVE MULTIPLE STUDENTS ON THE SAME ELECTRONIC SURVEY FORM?

Yes, you can have multiple students on the same electronic survey form. However, please consider how a multiple student form will export to your report so that it is easy to verify all children claimed on that form. It is best if the data for each child exports to its own row in the Excel or CSV file.

[The same statutory and regulatory requirements](#) that apply to multiple student paper surveys also apply to electronic survey forms. The information for subsequent child(ren) must be completed in its entirety. If multiple students are on the form and the address of the subsequent child(ren) is the same as the initial child listed on the form, a parent may enter “same” in the address field(s).

WHAT ARE THE SOFTWARE REQUIREMENTS FOR AN EDC SYSTEM?

The EDC system must protect personally identifiable information (PII) and include an identity authentication process for the parent or other certifying official that prevents record modification after validation by the parent or other certifying official. Finally, the EDC system must be capable of generating a report containing all the required survey data. For more information regarding the requirements for participation in the EDC program, please review the [EDC Training slides](#).

WHAT ARE THE REQUIREMENTS FOR E-SIGNATURE FOR THE ELECTRONIC DATA COLLECTION PILOT PROGRAM?

The requirements for signing a survey within the EDC pilot program is that all electronic signatures should follow the LEAs local and State law regarding its electronic signature process. This process must be demonstrated during the EDC demonstration for Impact Aid staff.

WHAT DATA IS REQUIRED FOR AN EDC REPORT?

Each LEA must be able to demonstrate the ability to export survey data into an Excel Workbook or CSV file. The output file must contain all fields that are required on a paper survey for each category of children claimed. The data must be submitted in a format that allows Impact Aid staff to verify the

information presented. To the extent possible, please remove any duplicate data in your report and organize the data by child categories. Please see the [Sample EDC Report](#) for an example.

HOW LONG SHOULD WE KEEP THE SURVEY DATA?

You should maintain all data that supports your application for three years after the last payment for each Impact Aid application fiscal year. You do not have to maintain paper copies. All data can be scanned into an electronic database for storage purposes.

HOW WILL AN APPLICATION THAT PARTICIPATES IN THE EDC PILOT BE MONITORED? DO WE NEED TO STILL HAVE PAPER FORMS?

Your LEA's application will be monitored the first year that you run your EDC pilot. The required documents will be submitted via the IAGS, including your EDC report and any supplemental documentation required as detailed in the field review letter that Impact Aid will send your LEA. Your LEA is not required to submit duplicate paper forms, but if your LEA used paper forms to capture students not contained in the EDC system, please submit those as PDFs through IAGS. Please note that on-site reviews may take place for Districts that have a large federally connected membership.