



Electronic Data Collection Program

Impact Aid Program

U.S. Department of Education

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Electronic Data Collection Team

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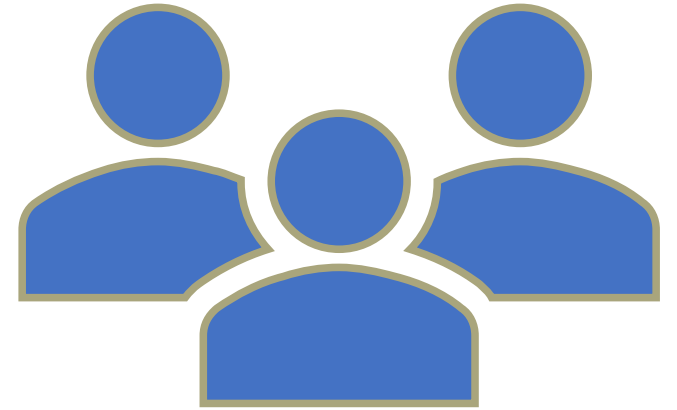
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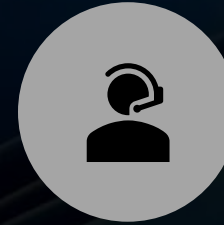
Michael Thomas



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 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 (**NOTE: *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

Impact Aid Survey Form

The survey date is _____

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VII of the Elementary and Secondary Education Act) and may be provided to the U.S. Department of Education if the school district's application for payment is audited. This form must be signed and dated for the school district to receive funds based on this information. All boxes must be filled in with complete information, if applicable.

STUDENT INFORMATION

Student's Last Name	First Name and M.I.	Date of Birth	Grade	School Name	
Home Address (No P.O. Boxes)		City	State	Zip Code	
If the student lives on federal property, enter the name of the property.		Name of federal property			

PARENT/GUARDIAN EMPLOYMENT INFORMATION: EMPLOYED ON FEDERAL PROPERTY

Enter information in this section regarding the parent/guardian with whom the student resides if either person was employed on federal property or reported to work on federal property <i>on the survey date</i> . Enter the parent/guardian's name as it appears on the employer's payroll record.				
Parent/Guardian's Last Name	First Name and M.I.	Name of Parent/Guardian's Employer		
Name of federal property				
Address of federal property		City	State	Zip Code

PARENT/GUARDIAN EMPLOYMENT INFORMATION: ACTIVE DUTY UNIFORMED SERVICES

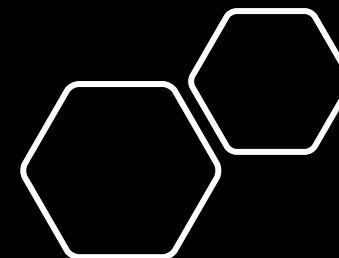
Enter information in this section regarding the parent/guardian if either person was <i>on active duty</i> in the Uniformed Services <i>on the survey date</i> . This does not include members of the National Guard activated for State service under Title 32.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank

PARENT/GUARDIAN EMPLOYMENT INFORMATION: FOREIGN MILITARY

Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer <i>on the survey date</i> .			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
Name of Foreign Government			

By signing and dating this form, I am certifying that all typed and written information on this form is accurate and complete as of the survey date.

Signature of Parent/Guardian _____ Date _____



SAMPLE

Revised September 2021

SAMPLE

Impact Aid Survey Form

The survey date is _____

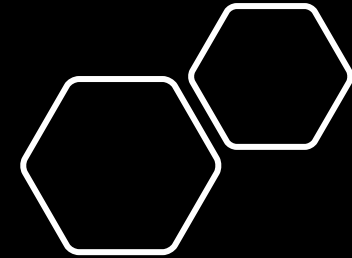
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STUDENT INFORMATION

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Home Address on the Survey Date (No P.O. Boxes)		City		State	Zip Code
If the student lives on federal property, enter the name of the property.		Name of Federal Property			

OTHER CHILDREN ENROLLED IN THE SCHOOL DISTRICT WITH THE SAME HOME ADDRESS AND PARENT/GUARDIAN

Student's Last Name	First Name and M.I.	Date of Birth	Grade	School Name
Student's Last Name	First Name and M.I.	Date of Birth	Grade	School Name



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?



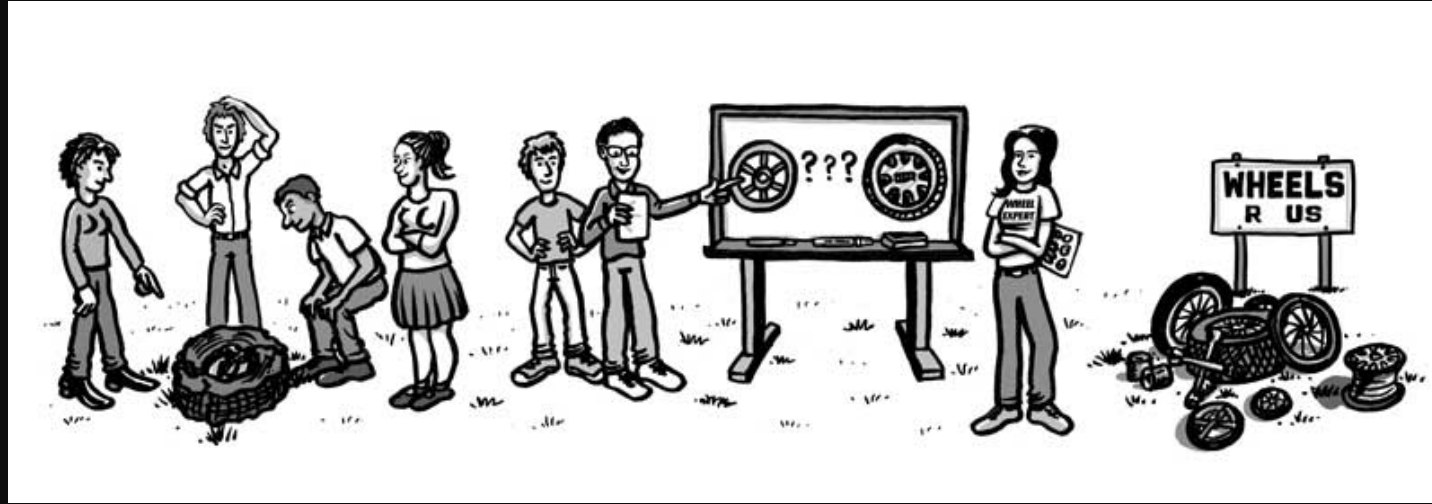
1. Complete your [proposal questionnaire](#) – it will be forwarded to the EDC inbox
2. Create or use your existing survey form and report feature
3. Demonstrate your electronic data collection for Impact Aid via video meeting

How can my LEA participate?



5. Receive, sign, and return the Memorandum of Understanding.
6. Pilot your EDC system – NOTE: You will be selected for a field review year one of your 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 to complete their electronic survey

Tips – accurate & complete



- Design form with data export in mind – accurate & efficient child counts
 - Pre-populate student information
 - Conditional fields – only show relevant information
 - Data validation – prevent incomplete submissions
 - Use drop down menus, checkboxes, radio buttons

Tips – things to avoid



- Limit free text fields – this leads to inaccurate and inconsistent data
- Do not allow required data fields to be left blank
- Do not include extra data that is not required on the Impact Aid survey – it just makes more data for you to sift through when organizing the children into categories

Tips



And last but certainly not least. . .

Contact Impact Aid staff for assistance

Helpful Resources



Impact Aid Resources Webpage

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

- Proposal Questionnaire
- EDC FAQ
- Demonstration checklist
- EDC Best Practices Example
- EDC Sample Report

Helpful Resources



[Upcoming Training](#) – check this link for training schedule updates

EDC Field Review Webinar – February / March 2022

Questions?



Contact Information

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Robin Gregory – robin.gregory@ed.gov