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 Members

Team Lead:
Nick Di Taranto

Team Members:
Chad Eggleston
Robin Gregory
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

<table>
<thead>
<tr>
<th>Students's Last Name</th>
<th>First Name and M.I.</th>
<th>Date of Birth</th>
<th>Grade</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address (No P.O. Boxes)</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 on the survey date. Enter the parent/guardian's name as it appears on the employer's payroll record.

<table>
<thead>
<tr>
<th>Parent/Guardian’s Last Name</th>
<th>First Name and M.I.</th>
<th>Name of Parent/Guardian’s Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 on active duty in the Uniformed Services on the survey date. This does not include members of the National Guard activated for State service under Title 32.

<table>
<thead>
<tr>
<th>Parent/Guardian’s Last Name</th>
<th>First Name and M.I.</th>
<th>Branch of Service</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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 on the survey date.

<table>
<thead>
<tr>
<th>Parent/Guardian’s Last Name</th>
<th>First Name and M.I.</th>
<th>Branch of Service</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Foreign Government

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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: ____________
Impact Aid Survey Form

The survey date is
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**STUDENT INFORMATION**

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<tr>
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<th>Date of Birth</th>
<th>Grade</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address on the Survey Date (No P.O. Boxes)</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>If the student lives on federal property, enter the name of the property.</td>
<td>Name of Federal Property</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First Name and M.I.</th>
<th>Date of Birth</th>
<th>Grade</th>
<th>School Name</th>
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<td>First Name and M.I.</td>
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<td>Grade</td>
<td>School Name</td>
</tr>
</tbody>
</table>
Supplemental data is STILL REQUIRED

Certifications (if claiming kids in applicable category)
- Certification from authorized official, i.e. Indian Lands, Low Rent Housing

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 system

- Use an existing system if you can
- Require a unique login and password for each user
- 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 data

• 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
Avoid Common Problems

- 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
Two very helpful resources to review when developing your EDC System

**EDC Best Practices Example** – creating your online survey.

**EDC Sample Report** – this is what your district would submit following your EDC Pilot year when selected for field review, instead of paper survey forms/source checks.
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
- EDC Field Review Letter (template FY 2023 apps)
Helpful Resources

Upcoming Training – check this link for training schedule updates
Questions?

Contact Information

EDC inbox – EDCPilot@ed.gov

Nick Di Taranto – nicholas.ditaranto@ed.gov