

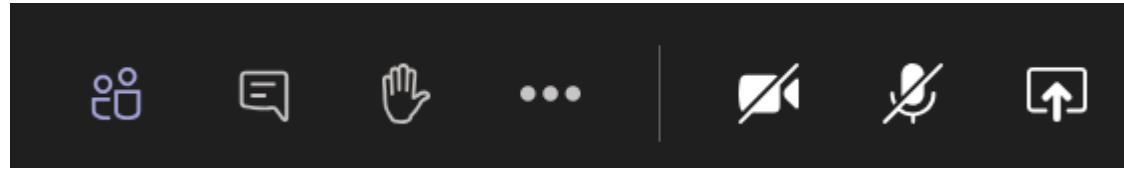


ELECTRONIC DATA COLLECTION AND MONITORING

Overview and Tips for Success
June 2023



Microsoft Teams



- 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

AGENDA

1. What is Electronic Data Collection (EDC)?
2. What are the requirements?
3. How can my LEA participate?
4. Tips & Best Practices
5. Questions



What is Electronic Data Collection (EDC)?

EDC is an alternative survey method. It has three components:

1. Parents access the survey form in a secure, online system (such as your student information system).
2. The forms are completed, signed, and submitted online.
3. Your LEA will export the survey data to a spreadsheet from which you will get your child counts for each category and property.



What is Electronic Data Collection?

EDC is not. . .

- Exporting registration information that you enter on a source check form for certifications.
- Using registration data to target the dissemination of paper surveys.
- Only having parents sign an electronic form (such as a PDF).



What is Electronic Data Collection?

The PURPOSE is to **reduce time and cost** associated with hand counting and printing paper forms to send home to parents.

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



What are the requirements?



“We need to talk about your EDC survey forms”



What are the requirements?

Software/System

- The software must:
 - Protect the personally identifiable information (PII);
 - Ensure limited access; and
 - Export reports using the data submitted on the form.

Impact Aid does not endorse any student information software/systems.



What are the requirements?

- 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
- Supplemental data is STILL REQUIRED – certifications for low rent housing and Indian Lands, IEP cert / dates.



What are the requirements?

- Comply with Federal, State, and local laws and regulations on e-signatures.
 - [Federal guidelines on e-signatures](#)
- Your LEA needs to go through the approval process before using EDC for your Impact Aid Survey.



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 reporting system.
3. Demonstrate your electronic data collection for Impact Aid via video meeting.



How can my LEA participate?



4. Receive, sign, and return the Memorandum of Understanding
5. Pilot your EDC system – NOTE: You will be selected for a monitoring review the year you pilot



Is EDC the best option for your LEA?

EDC works well. . .

- Specifically for Categories B and D (uniformed services) where there are a limited number of US uniformed service branches and ranks. Ask and we can give you a list.
- If your LEA claims the same live and/or work on categories each year and for which you have complete federal property names and addresses, you can use to pre-populate data selection menus.
- For Categories where no additional certifications (like low rent housing or Indian lands) are required.



Tips for an 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 for accurate & verifiable data

Design your survey form with data export in mind. You want accurate and 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



Two very helpful resources to review when developing your EDC System

[EDC Best Practices Example](#) -- create your online survey using these best practices.

[EDC Sample Report](#) – this is what your district would submit following your EDC Pilot year when selected for monitoring, instead of paper survey forms/source checks.

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



Lessons Learned / Challenges

- **Review our resources.** This will help you get approved more efficiently. Best Practices Example is a great resource for building your survey.
- **Ask for technical assistance.** Having extra, external eyes review your survey is helpful. We'll prepare you for a successful demonstration.
- **Practice exporting your data.** This will help prepare you for monitoring. The sample report is a good reference point. Sending us messy data means we will likely send your review back for corrections.
- **Response rates may be lower your first year using EDC.** This is one reason the EDC team encourages having paper surveys as a back up.



Contact Information

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QUESTIONS?

