



ELECTRONIC DATA COLLECTION AND MONITORING

Tips for Success – FY 2024



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 are the requirements?



“We need to talk about your EDC forms”



What are the requirements?

Software/System

- The software must:
 - Protect the personally identifiable information (PII)
 - Ensure limited access
 - 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
- Comply with Federal, State, and local laws and regulations on e-signatures
 - Federal guidelines on e-signatures
- Supplemental data is STILL REQUIRED – certifications for low rent housing and Indian Lands, IEP cert / dates



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 this 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 accurate & verifiable 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



Two very helpful resources to review when developing your EDC System

[EDC Best Practices Example](#) create your online survey with 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

And 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





Changing gears to **MONITORING**



AGENDA

What to
Submit

How to
Submit

Common
Mistakes
to Avoid



STEP ONE: DETERMINE WHAT TO SUBMIT



- View your application in IAGS
- Four application sections that require backup documentation, if applicable:
 - Membership
 - Federally Connected Child Counts
 - Financial Information about Special Education and Construction
 - Indian Policies and Procedures Implementation Questionnaire
- Use the [Cover Pages and Checklists](#) document for specifics



MEMBERSHIP & ADA



- Current year enrollment on survey date
 - Pre-K Information (if applicable)
- Identify tuition-in children
- Identify tuition-out children

Membership ?

Total number of children enrolled in the preceding school year and the current school year on the respective survey date

Students	Preceding Year	Current Year on 10/11/2022
In Schools of the Applicant's District (do not include tuition-out children)	0	150
For whom tuition is received (tuition-in)	0	11
Subtotal	0	139
For whom tuition was paid (tuition-out)	0	15
For whom the applicant school district provided free public elementary or secondary education	0	154



INDIAN LANDS

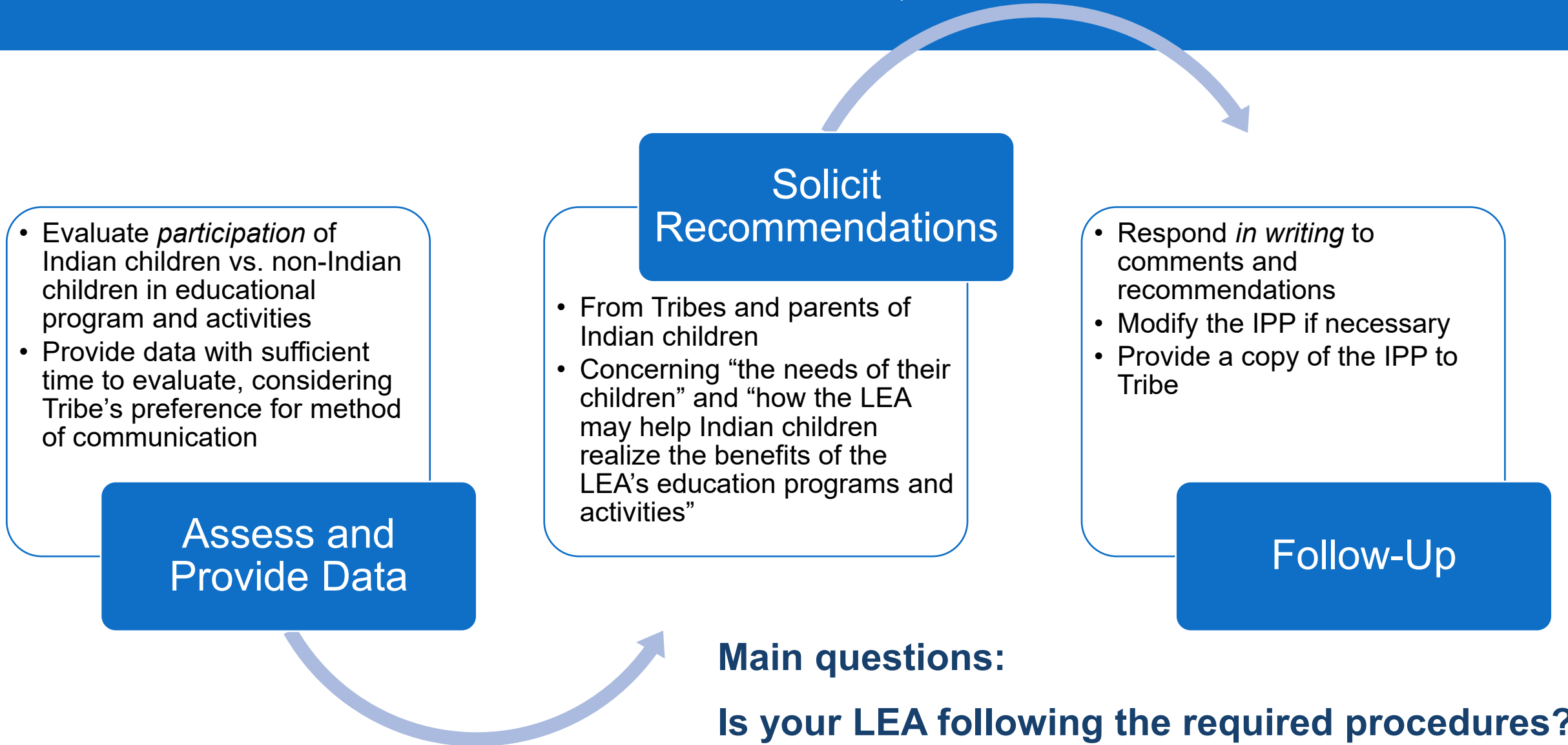


- Provide source checks by property.
 - Tribe must verify student's residence on the survey date
 - Bureau of Indian Affairs or Tribe (if they have the records) must certify the land on which the student resides is in trust or restricted status
 - Certain lands in Oklahoma and Alaska need different certifications
- Documentation for Children with Disabilities

Indian Lands - C			
Child Resides: Indian Lands			
Property	Property Address	Total Children (incl. CWD) ⓘ	Children with Disabilities (CWD) ⓘ
Acoma Reservation - Specific Individual Trust	Props Approved From FY 1993 Appl (No city), NM	4	0
Isleta Pueblo Resv- Specific Individual	Trust Props Approved From FY 1993 Appl Isleta, NM	10	1
Jemez Pueblo - Specific Individual	Trust Props Approved From FY 2015 Appl (No city), NM	6	3
Laguna Pueblo - Specific Individual	Trust Props Approved From FY 1993 Appl Laguna, NM	40	6



IPP IMPLEMENTATION QUESTIONNAIRE



IPP IMPLEMENTATION QUESTIONNAIRE

Part 1: Dissemination of Documents and Consultation Summary

Tribes Preferred Method of Communication:

Policy	Dissemination of Documents and Meeting Invites				Participation/Number of Attendees	
	Document	Date(s) sent (Dissemination)	Method(s) used to send	Date(s) of Meeting(s) Or Input Opportunities	Tribal	Parent
1	Impact Aid Application					
1, 2	Educational Plan					
1, 3	Equal Participation Assessment					
1, 4, 6	IPPs					

Part 2: Consultation Feedback and Response Summary- Policy 5

Feedback Subject	Received Feedback	Modified Method(s) to increase participation (Dates, times, notification, input opportunities, etc.)?	Date(s) Written Response Sent	Method(s) used to send responses
Educational Program	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Equal Participation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
IPPs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please attach the LEA's written responses to feedback to this document.

Part 3: Corrective Actions

If your LEA did not follow a procedure in the IPP, please use the space below to explain why not and what your LEA plans to do to remediate the issue in the future.



UNIFORMED SERVICES (LIVE ON AND LIVE OFF)



- Parent-pupil survey forms require:
 - Parent's Name
 - Branch of Service
 - Rank (or pay grade)
 - Country of service if Foreign Military
- Source checks can be used
- For National Guard and Reserves, provide a copy of the service members' orders or certification that they were serving under Title 10 (Federal service) on the survey date.
- Documentation for Children with Disabilities

Uniformed Services Live-On - B			
Child Resides: Federal Property, Parent: Uniformed Services			
Property	Property Address	Total Children (incl. CWD) ⓘ	Children with Disabilities (CWD) ⓘ
Pomerado Terrace Nav. Hsng	9910 Bruckart Square San Diego, CA	30	8
Murphy Canyon Hsng Proj Incl Miller E.	Sch - Tierrasanta Blvd San Diego, CA	1,861	424
Serra Mesa Village Nav Hsng	NAS-Miramar (3360 Murray Ridge Rd.) San Diego, CA	402	83
Hartman (Adm) Public Qtrs - Capehart	Near Nav. Station-Mission Beach Area San Diego, CA	326	72



LOW RENT HOUSING

Low Rent Housing - E

Include only housing funded under the Housing Act of 1937 that is not subject to taxation. This does not include housing funded under Section 8.

Property	Property Address
LRHP #DC001002220 (Marley Ridge Apts.)	4810 C Street, SE Washington, DC
LRHP #DC001002220 (Benning Terrace Apts)	Washington, DC
LRHP #DC001003363 (Carroll Apts)	410 M Street, SE Washington, DC
LRHP #DC001001600 (Claridge Towers Apts)	1221 M St., NW Washington, DC



- Source check certified by local Public Housing Authority (PHA) highly recommended.
- If the PHA will not certify the residence of the children, they must at least provide a list of eligible addresses in their locality that you can match to survey forms.
- Need the Asset Management Property (AMP) number for each property unless it is owned by an Indian Housing Authority and funded under NAHASDA.



CIVILIAN PARENTS (LIVE ON, WORK ON, AND BOTH)



- Live On never includes children living on Indian lands
- Work On parent-pupil survey forms need:
 - Name of parent
 - Name of Federal property
 - Address of Federal property
 - Some (mostly military) properties do not require an address. Ask an analyst if you're not sure about this requirement for a specific property.
 - Name of Employer (likely different from the Federal Property name)

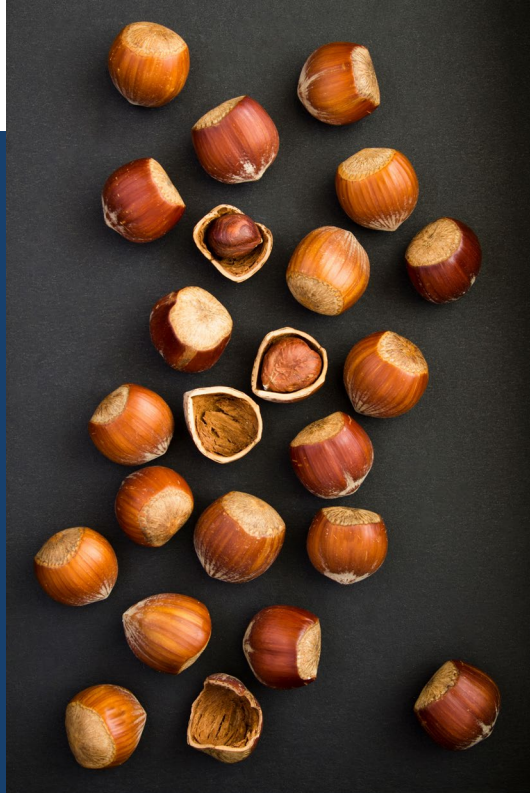


FINANCIAL INFORMATION



- Expenditures for Children with Disabilities (CWD) and Expenditures for All Construction-Related Accounts
- Only submit documentation if you see these forms on your application
- Documentation is usually in an annual financial report, final balance sheets, or state year-end financial report for the prior school year





IN A NUTSHELL

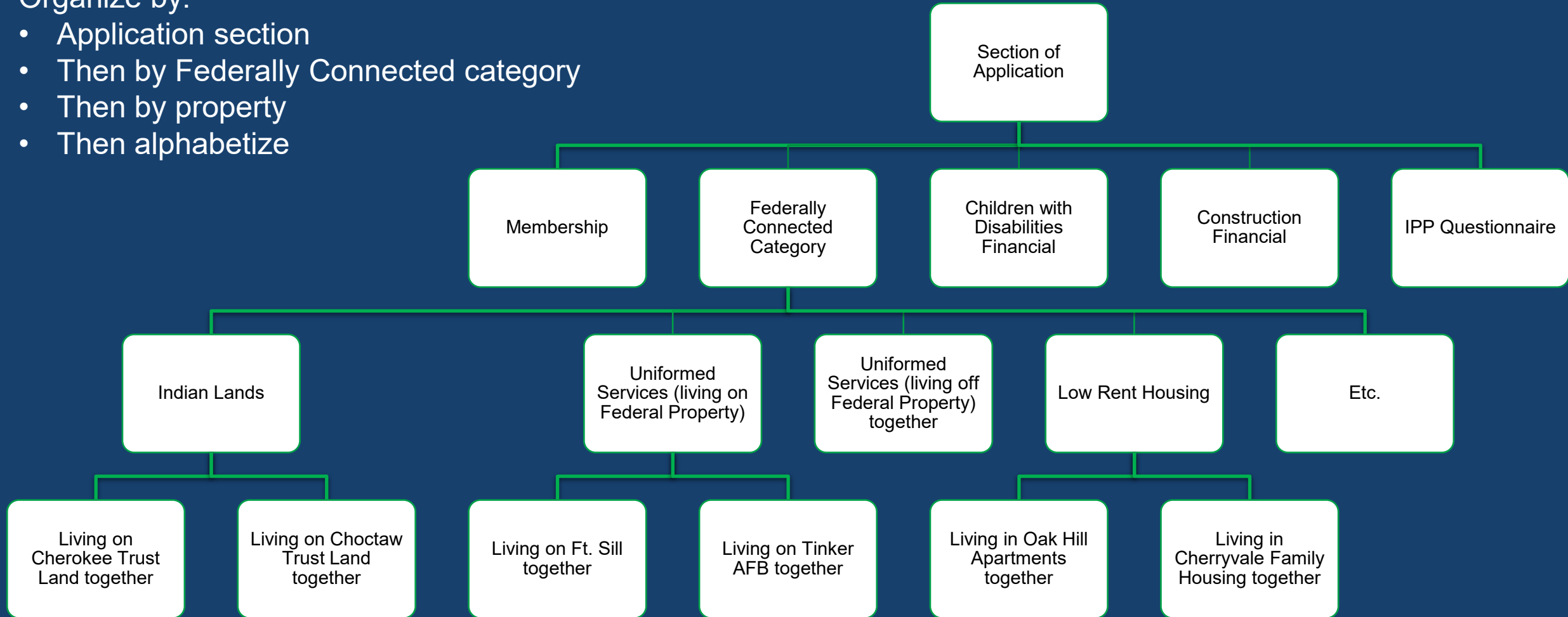
- ✓ Provide the backup documentation for every number entered on your Impact Aid application
- ✓ Fill out the IPP Implementation Questionnaire if you have IPPs



STEP TWO: COLLECT AND ORGANIZE YOUR DOCUMENTS

Organize by:

- Application section
- Then by Federally Connected category
- Then by property
- Then alphabetize



Alphabetize by child's last name



STEP THREE: UPLOAD IN IAGS



- Log in to IAGS. Your username is your email address in all lowercase letters.
- Use the “Submit Documents for Review” task under My Tasks or Group Tasks at the bottom of your IAGS home page. Click the blue arrow to open it.
 - Documents section on task accepts all major file types with no size restrictions.
 - Secure transmission
- Do not submit the task until you are finished uploading all necessary documents.



COMMON MISTAKES TO AVOID

Incomplete Parent Pupil Survey Forms

- Requirements in [34 CFR 222.35\(a\)](#)
- Form is either missing a question or parent did not answer

Incorrect Source Checks

- Missing required certifications
- Using the form for a different category

IEP signature dates after the survey date

- IEP must be active on the survey date (signed within a year before)
- Do not send current IEP information

National Guard and Reservists missing orders

- Need proof that the parent was on active duty on the survey date under Title 10 (Federal service)

Missing necessary documents

- Use the checklist to determine what to submit



PROPERTY REVIEWS

- Analysts may call source check certifiers and/or do independent research to verify that properties on your application meet the statutory definition of eligible Federal property.
- This may result in an ineligibility determination for all or part of a Federal property.





THE GOOD NEWS...

Sometimes monitoring reviews lead to higher payments!



WHAT HAPPENS NEXT?

LEA Uploads Documentation

- Notified around March 1
- Deadline is typically March 31
- Speak to the assigned analyst if you need more time

IAP Analyst Reviews Documentation

- Goal: Provide results before June 30
- IPP Implementation reviewed in a parallel process; you will likely get feedback in this area first
- LEA receives an email when results are available to view in IAGS

LEA Uploads Corrected Documentation in IAGS

- Deadline: 60 days from date of notification
- IPP Corrective Action is due 90 days from date of notification
- Analyst will call to make sure you understand what is needed

IAP Analyst Reviews Corrected Documentation

- Goal: Provide final report before October 1



AMENDMENTS

- LEAs selected for monitoring cannot submit an amended application.
- You may still add Federally connected children until June 30.
- Submit all documentation to your assigned analyst, who will update your child counts.



QUESTIONS?

