Education Data Advisory Committee (EDAC)
2008-09 Annual Report to the State Board of Education and the
Education Committees of the Senate and House of Representatives

July 1, 2008 - June 30, 2009

EDAC Summary

The Education Data Advisory Committee (EDAC) is a statewide representative group of school district volunteers which reviews all Colorado Department of Education (CDE) PK-12 data collections including grant applications, surveys, plans, reports, assessments, evaluations and automated data exchange systems. EDAC determines whether the benefits derived from a data collection outweigh the administrative burden of producing the data; determines and recommends the most efficient ways of collecting data; determines if recommendations for new data collections are redundant and proposes alternatives; and reviews department-proposed data collection procedures and recommends improvements. Each EDAC-approved CDE data collection is given a stamp which informs districts and BOCES whether the form is mandatory, required to obtain benefit or voluntary. CDE forms without an EDAC stamp are not required to be completed.

In 2008-09, EDAC formally met ten times, conducted three emergency reviews (e-mail and phone conferences) and in total reviewed 138 CDE data collections, a 2.8% decrease over the 142 collections reviewed in 2007-08. Accomplishments include improving EDAC's service to CDE clients by expanding the meeting schedule and implementing a feedback process. Discussed in a special section at the end of this report is a recommended process to improve communication regarding upcoming data changes.

Accomplishments

- Reviewed 138 CDE data collections, a 3% decrease from the 142 reviewed in 2007-08

- Expanded meetings from bimonthly to monthly to improve service and support

- Increased emphasis on statutory or regulatory requirement(s) for data collections

- Adopted a feedback process for EDAC clients

- Focused efforts on creating the ***Duplicative, Obsolete, Inefficient Reporting Requirements*** report to General Assembly

Future Focuses

- Adopt an intense review schedule in 2009-10 to meet the April 1st advance notice requirement of HB09-1214

- Implement an EDAC Notification and Action Process

- Support the development of a future new generation P-20 data system

- Encourage the CDE transition from compliance to student success

- Determine resource and fiscal impact to CDE

- Incorporate other agencies into data collection review

Forms Review

Form Compliance. EDAC spends the bulk of its efforts on forms review. EDAC has two levels of review. A full review is for any collection which has not been previously reviewed or to which programmatic or substantial changes are being made since its last review. An update approval is for any collection which has previously been reviewed and only has date and other extremely minor changes. A collection may only have a maximum of two consecutive update approvals before it must return to EDAC for a full review. Stamps are attached to each data collection declaring whether a form is mandatory, required to obtain benefit or voluntary. The definitions of these labels are:

- **Mandatory.** This form must be completed by all appropriate agencies. Funding may not be attached to this collection but it is statutorily required. However, funding that an agency would otherwise receive may be withheld if this form is not completed.

- **Required to Obtain Benefit**. Funding or services are attached to the completion of this form. An agency may choose not to complete the form but the related funding/services will not be available.

- **Voluntary.** The collection is not a direct requirement of state or federal legislation but may yield useful data with sufficient and representative sample size.

One-half (54 percent) of forms which EDAC reviewed in 2008-09 are labeled 'Required to Obtain Benefit'. Few (32 percent) are 'Mandatory' and even fewer (14 percent) are 'Voluntary'. If districts or BOCES are interested in securing particular funds or services, then some amount of data collection is associated with the benefits derived. In exceedingly rare circumstances, the EDAC chairman may issue a small collections stamp to an extremely small data collection without EDAC review. Thirty-three collections were discontinued from the prior year.

Form Compliance	Mandatory	Required to Obtain Benefit	Voluntary	Total
• **Full Review**	20	39	7	66
• **Update Approvals**	24	35	13	72
Total Reviews	44	74	20	138
• **Review Approval Withheld/Revoked**	0	1	1	2
• **No Approval Required**				4
• **Informational Briefings**				7
• **Small Collection**				4
• **Closed Collections**	5	17	11	33

Review Outcomes. EDAC is tasked with making recommendations to improve the efficiency and effectiveness of data collection instruments. Very few collections move through the EDAC full review process without some suggestions for improvement. Most are approved with some minor adjustments, others with more detailed issues are invited to resubmit the collection before a stamp is issued, and in extremely rare circumstances, a data collection is not approved for various reasons. These may include that the collection was distributed prior to EDAC review, the requested data is already available, poor survey design or the collection is withdrawn for later EDAC reconsideration. EDAC encourages the automation of data collection. There were three collections which converted from a manual paper process to an electronic format.

	Approved No Changes	Approved With Changes	Not Approved Resubmit	Not Approved (No stamp issued)	Total
Review Outcomes	85	41	10	2	138

Review Preparation. EDAC posts its meeting schedule well in advance of the upcoming school year so that CDE staff can schedule an EDAC review as part of their regular routine within their data collections. EDAC must be given the review materials in a timely manner so that members have sufficient time to prepare judicious input to share with the data collector. EDAC acknowledges that in extremely rare circumstances, department data requestors may need to submit reviews during periods for which no regular meetings are scheduled.   Emergency conference calls or electronic mail reviews are available because a change in state statute or some unforeseen circumstance occurs which prevents the collection from being presented at a regularly scheduled EDAC meeting.   EDAC conducted 6 emergency reviews on three separate occasions in 2008-09, down from 18 emergency reviews on five separate occasions in 2007-08 and is committed to keep these to a minimum in the upcoming school year. EDAC conducted 66% fewer emergency reviews in 2008-09.

	Meeting Materials Submitted On-Time	Meeting Materials Submitted After Deadline	Emergency Reviews	Not Reviewed	Total
Review Preparation	103	29	6	1	138

Type of Collection. The majority of EDAC reviews centered on existing CDE data collections. One-forth (25 percent) of the data collections EDAC reviewed in 2008-09 were newly required through legislation or rule. The number of new collections increased 30% to 35 over the 27 newly required collections in 2007-08. EDAC is continuing to make every effort to identify and bring to the table those CDE data requestors who are not yet familiar with the EDAC review process. The number of these delayed reviews decreased 65 percent from 17 from 2007-08.

	New Collections	Existing Collections On-Schedule Reviews	Existing Collections First Time or Delayed Reviews	Total Reviews
Type of Collection	29	103	6	138

EDAC Notification and Action Process

The Education Data Advisory Committee would like to implement a data collection communication process that keeps district and charter school data liaisons and vendors on top of upcoming changes to data collections. The tracking of changes begins when CDE is notified that something new must be collected and continues in a step by step detailing of the progress to date until the change is fully implemented. It could range from something as simple as field option changes to the implementation of an entire new collection. Such a process would assist in the transparency of data decisions as well as the advance notification requirements of HB09-1214. However EDAC recognizes the importance of CDE administrative support to keep such a system updated. The table below serves as an example of the type of information a collection custodian would receive detailing the progression of revising the homeless fields for the 2008-09 Student End of Year collection.

Submission	Date	Update with Link to Additional Information on the Website	Contact with Email and Feedback Links
Student End of Year	08/15/08	CDE Homeless Liaison requested changes to 2008-2009 Student End of Year collection to account for unaccompanied youth in accordance with changes to the federal McKinney-Vento reauthorization Act. http://www.cde.state.co.us/cdeprevention/download/pdf/det_elig.pdf	Peter Fritz: fritz_p@cde.state.co.us Feedback link
Student End of Year	10/20/08	Added coding options 3 and 4 to Homeless field. 3 – "Yes and is in the physical custody of a parent or guardian, 4 - "Yes and is not in the physical custody of a parent or guardian (unaccompanied youth)." See page 7 at: https://cdeapps.cde.state.co.us/studeoydataelem2009.doc	Peter Fritz: fritz_p@cde.state.co.us Feedback link
Student End of Year	10/20/08	Removed coding option 1 ('Yes') from the Homeless field. See page 12 __ at: https://cdeapps.cde.state.co.us/studeoyTraining200820 09.ppt	Peter Fritz: fritz_p@cde.state.co.us Feedback link
Student End of Year	11/15/08	Removed coding option 99 "unknown" from Primary Nighttime Residence field. See page 13 __ at: https://cdeapps.cde.state.co.us/studeoyTraining200820 09.ppt	Peter Fritz: fritz_p@cde.state.co.us Feedback link
Student End of Year	03/15/09	EDAC approved changes. New requirements posted on ADE and in SEOY Data Elements & Definitions document.	Peter Fritz: fritz_p@cde.state.co.us Feedback link