OFFICE OF
Strategy, Innovation and Performance

Hawaii DOE
Data and Research

January 31, 2020

Agenda

1. DGA Research Program background

2. Data in HIDOE

3. Data availability

4. Compliance with laws and policies

5. Timelines for approval

6. Recommendations for researchers

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**DATA GOVERNANCE
& ANALYSIS BRANCH**

Data Governance Research Program Purpose

- Improve accuracy, consistency and availability & HIDOE data
- Ensure compliance with student privacy laws and policies
- Facilitate effective use of data in support of education

What we need to protect:

- Will you be creating new data?
- Is there limited access to the data you're requesting?
- Will you be repurposing data?
- Will you be sharing your results publicly?

If you answered YES to any of these questions, you need DGA!

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Why do I have to do this?

- Access to student information - who has it and for what purposes
- A parent's right to review/access their student's education records
- A vulnerable population

FEDERAL FUNDING TO OUR STUDENTS

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Request types

Data Request

- De-identified requests
- Report data
- with DSA or approved research project

DSAs and Coursework

- Internal HIDOE administrator support
- Creation of new data
- May include personally identifiable information (PII)

Research Application

- No internal HIDOE support
- Must benefit HIDOE
- May include PII

Publicly Available Data

- Strive HI Performance System Reports
  - (including ESSA State and School Reports)
- School Status & Improvement Report
- School Readiness Reports
- Enrollment counts
- Educational and Fiscal Responsibility Reports
- CCRI Reports
- Arch ADC
- Report Finder

Non publicly available requests

HIDOE data can be requested via DGA. To submit your request, you must first go to the website: http://www.hawaiipublicschools.org/VisionForSuccess/SchoolDataAndReports/HawaiiEdData/Pages/Data-Requests.aspx.

The data request form will be sent to you

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Tips for data requests

- Complete ALL tabs
- Provide a clear research question and ensure requested elements are aligned with your request
- Review and adhere to the blue bubbles
- Provide a reasonable timeline

Coursework Form

- For a single course use
- Must meet all Section III Conditions
- Must obtain consent for activities
- Include signatures of instructor and administrator; student list is ok

Data Sharing Agreements

- Requires administrator approval
- Must specify purpose, scope and length of study
- Include all data to be collected and or reused/shared
- Complete all necessary documents:
  - Work Plan
  - Administrative support
  - Consent and Assent forms
  - IRB approval (as appropriate)
  - Instruments

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Data Sharing Agreements (DSA)

Statewide

- Requires a state office authorized approver
- All of state authorized

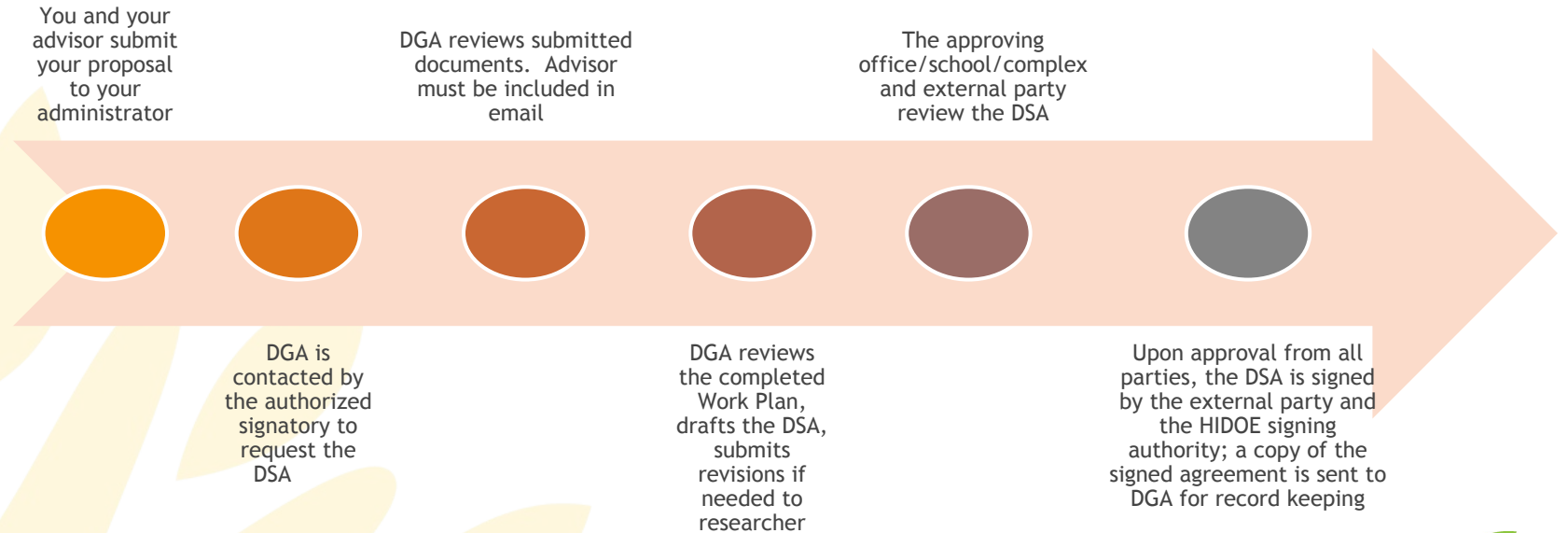## Complex-level

- Requires CAS approval
- Covers the complex

School level

- Requires Principal approval
- Good for that school

DSA Process

You and your advisor submit your proposal to your administrator

DGA reviews submitted documents. Advisor must be included in email

The approving office/school/complex and external party review the DSA

DGA is contacted by the authorized signatory to request the DSA

DGA reviews the completed Work Plan, drafts the DSA, submits revisions if needed to researcher

Upon approval from all parties, the DSA is signed by the external party and the HIDOE signing authority; a copy of the signed agreement is sent to DGA for record keeping

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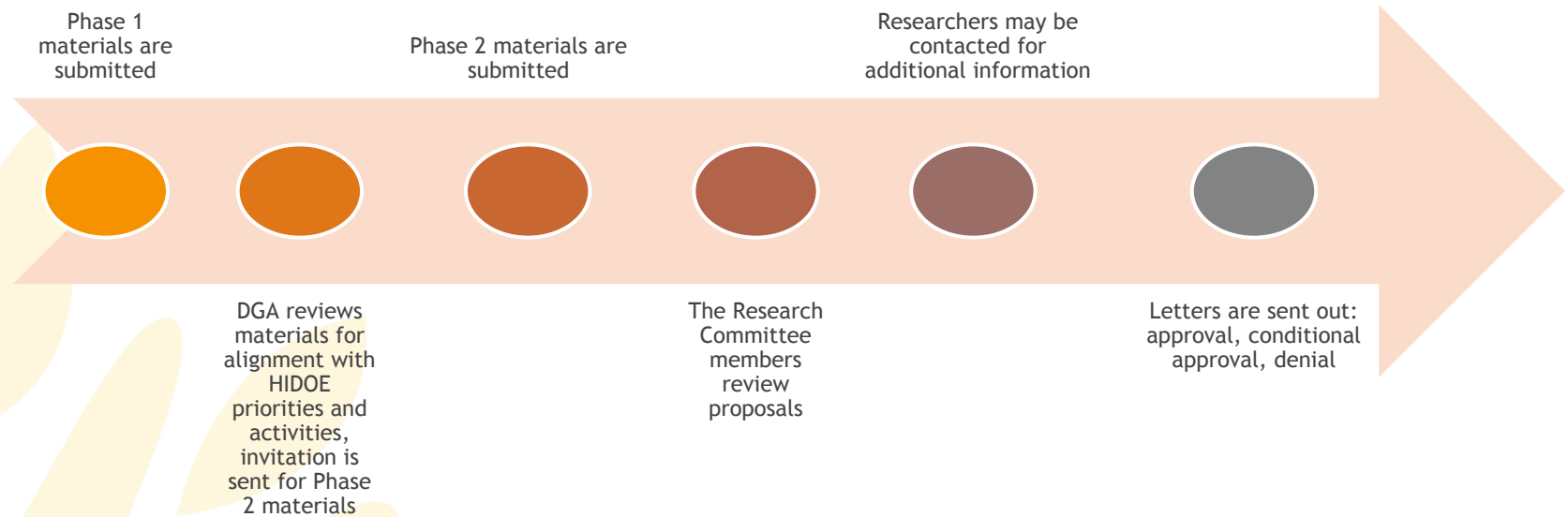**DATA GOVERNANCE & ANALYSIS BRANCH**

Research Applications

- For programs without internal HIDOE support, creating new data or sharing non-public data
- Requires Superintendent - Research Committee approval
- Requires institutional approval
- Allows for invitation to participate, not mandatory

Research Approval Process

Phase 1 materials are submitted

Phase 2 materials are submitted

Researchers may be contacted for additional information

DGA reviews materials for alignment with HIDOE priorities and activities, invitation is sent for Phase 2 materials

The Research Committee members review proposals

Letters are sent out: approval, conditional approval, denial

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Research Calendar SY19-20 Deadlines

Submission Deadline (Phase 1)	Submission Deadline (Phase 2) (includes submitting full application, IRB approval, and any necessary revisions)	Review Committee Meeting
Winter 2020		
January 10, 2020	**January 24, 2020**	February 14, 2020
Spring 2020		
April 3, 2020	**April 17, 2020**	May 1, 2020

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Current Projects

- **Health related studies -** concussion studies
- **Students -** adult learner experiences for previous non-completers
- **Curriculum, standards and assessment -** perception studies on implementation of initiatives

Recommendations

- Review the Promise Plan

- Consider working group/task force initiatives

- Plan, plan, plan!

- Know your timelines

- Review your documents BEFORE you submit

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Thank you!

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