



Reporting Requirement Review Task Force

Meeting Notes

September 24, 2013

10:00 A.M. – 2:00 P.M.

Room 2 Northwest

Grimes State Office Building

MEMBERS PRESENT:

K. John Casey, Bobi Jo Friesen, Patti Schroeder, Amy Williamson

AGENDA ITEM: Introductions

Notes:

- Introduction of task force members.
- Review of agenda and order of tasks to be completed today.
- Jeff Berger gave a context for the purpose of the task force, commenting that this type of review has happened before in the past. Amy Williamson explained that the task force will, at the end of the process, submit recommendations that may or may not be acted upon in legislation.

AGENDA ITEM: Select Chair of Task Force

Notes:

- Amy Williamson is nominated to be Chair of Task Force and is selected as Chair.

AGENDA ITEM: Familiarize Task Force with list of required reports

Notes:

- The members read through the task force requirements listed in HF215.
 - o Time was spent reviewing the required work of the task force, see 106(3).
- Mike Cormack gave his best explanation of the legislation's interpretation of the definition of a report, to distinguish what types of documents are being reviewed. For the purposes of this task force, a report is extended to include documents, applications, data elements, and budgets requested by the DE.
- Amy gave a walk-through of the survey that was used to collect the reports and data information and a brief explanation of each question in the survey. The information collected was organized into a spreadsheet for easier viewing.
 - o Some of the data collected is difficult to capture in a format such as the spreadsheet, and therefore, additional information may be required for those data sets.

- Amy and Mike both commented on the scope of the survey, noting that it was sent out to entire Department to cast the net wide and get back as much information as possible.
- The members went through the list of reports, highlighting those that are to be the priority of discussion after the first pass of review. Included in the notes are some of the comments, concerns, or questions about reports discussed.
 - Annual Transportation Report – is it requested twice, or is it merely listed in the spreadsheet by more than one person as a report that is collected?
 - CTE data collection – it is comparable to other states' processes for CTE data collection.
 - For future review, group together in the spreadsheet the reports that have multiple components, such as CAR and IDEA Part C.
 - Independent Audit Reports – are they requested from each school, and is that request necessary if they are already available online?
 - Check on the accuracy of IJH reports cited in IAC Chapter 63.
 - Get clarification on all document names; for example, if School Level Expenditures is a part of CAR.
 - IDHH data collection.
 - For reports cited with the authority of “DE required”, such as NSLP and CDC grant, get an explanation of the purpose of those required reports.
 - Home care providers – is the amount of paperwork needed for certification keeping some providers from seeking to become certified?
 - National School Lunch Program and Free and Reduced Lunch – there is some interaction with the DHS regarding the execution of these programs.
 - OAIS – is the DE the original recipient of the report or is it coming from a middleman source between OAIS and the DE?
 - C-Plan – reducing redundancies, improving compilation efforts, and clarifying submission dates.
 - Site visit compliance – improving the usability of tracking the compliance citations and findings.
 - AEA accreditation and all accredited agencies site visits – future is to become based on compliance findings and needs, to focus on those schools that need the more support, rather than visiting agencies that are already performing well.
 - E-rate – amount of paperwork necessary to receive the grant is substantial.
 - Home School Pupil Progress Form – is this necessary under newly passed law?
 - Screenshots of anti-bullying collection process.
 - More information on graduation and dropout verification.
 - BEDS and SRI – are these cross-collecting on anything, or could it be done in a more efficient manner?
 - Clarification on data collection for special education.
 - Check on the multiple entries for the IJH budget document.
- Patti Schroeder asked if for some programs, such as Title III, all the reports could be made into a singularly reported document. Amy agreed that is a relevant question, and noted that there is a desire in the Department to make all possible reporting and application processes electronic to reduce paperwork and effort.

AGENDA ITEM: Determine process for work

Notes:

- The members first needed to determine what it is that they want to look into at depth:
 - o What is it that is burdensome for the people that each member is representing?
- Patti Schroeder asked for a justification for each report to be included in a revision to the list of required reports, encompassing the following questions:
 - o Why is it being collected? (specifically if it is cited, "DE required" or "not in code")
 - o Why should it continue to be collected?
 - o How is it used after collection?
 - o Is it also required for another program or collected more than once?
- Other requests for additional information to be collected on the reports, or suggestions to revise the list of reporting requirements that would be beneficial for determining need are as follows:
 - o Are the reports cited as federally required solely federal, or have state-imposed elements been added to the collection?
 - o How is each report and data collected? i.e., through hard copies by mail, by electronic files attached to emails, through a Department porthole (specifically Title III and SBRC hearing exhibits)
 - o Specific citations for the reports given with a very broad chapter code as the citation, and for data elements that do not have a listed citation.
 - o Group together multiple components of the same entity.
 - o Procure data dictionary for reference on which data elements are included in SRI.
- For those reports cited with IAC authority, crosscheck the sections of IAC and IC for alignment.
- John Casey asked if it was possible to also address the issue of the Department's technical capacity, as it limits the ability of the schools in reporting information and submitting data.

AGENDA ITEM: Determine meeting schedule

Notes:

- Do not schedule a meeting for the last two weeks of October or November 19th.
- Propose to schedule at least three more meetings before January 23rd, 2014.
- Be prepared to submit recommendations to the Board for approval for the January 23rd, 2014 meeting.

AGENDA ITEM: Agenda for next meeting

Notes:

- Perform a second pass through the list of reporting requirements after the additional information has been integrated into it.
- Begin to draft criteria for establishing recommendations:
 - o User base of report or data.