Data Management Plan

Study Information:
Title(s): First Year Effects of Oregon's Early Indicator and Intervention System

Abstract:
Oregon State Ballot Measure 98, passed by Oregon voters in 2016, offers additional funding to school districts for dropout prevention and college and career readiness. One popular dropout prevention initiative for which many districts received funding is the Oregon Early Indicator and Intervention System (EIIS). Districts participating in EIIS are collecting individual student data to generate and report indicators of on-track status for graduation (including attendance, behavior, and course performance) with regular frequency throughout the school year. When a student falls below the on-track threshold in one or more of these areas, a team of school staff members intervenes with the student to help them improve their performance. REL Northwest will conduct a study to assess whether the EIIS improved student attendance, behavior, and academic performance outcomes across the state during the first year of implementation (the 2018/19 school year). Findings from the study will help the state provide appropriate supports and recommendations for school districts implementing dropout prevention efforts.

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Data Sources:

Name of Data Source: K12 administrative student records
Owner of the Data: Oregon Department of Education (ODE)
Year(s): 2013/14 through 2018/19
Variable(s) *Please include the variable name and brief definition*:

- Special education status, English learner status, economically disadvantaged (i.e., eligible for free or reduced-price lunch), gender, race/ethnicity, Daily attendance, Suspension and expulsions, Freshmen on-track indicator (a state indicator that denotes if students have completed 25% of credits needed to graduate by end of freshman year), Smarter Balanced assessment scores, School-level student enrollment, School-level high school graduation rates.

Name of Data Source: The Common Core Database (CCD) data
Owner of the Data: National Center for Education Statistics (NCES)
Year(s): 2013/14 through 2017/18
Variable(s) *Please include the variable name and brief definition*:

- Locality of school (urban, suburban, rural).

Data Confidentiality Procedures:

REL Northwest at Education Northwest and MDRC have established procedures that comply with applicable federal and state laws and regulations protecting the privacy of study participants, including the requirements of the Family Educational Rights and Privacy Act (FERPA). These procedures include the following protections of personally identifiable information.

Data-sharing agreement and institutional review board (IRB) approval. The custody and disposition of all personally identifiable information provided by the Oregon Department of Education or other third parties to REL Northwest and MDRC shall be guided by a written agreement in the form of a formal data-sharing agreement that delineates the explicit use of the personally identifiable information to be collected, the manner in which the security of the information will be maintained by MDRC and REL Northwest, and the date upon which this information will be appropriately disposed.

The work of the MDRC IRB complies with all requirements of Title 45, Part 46, of the Code of Federal Regulations (45 CFR 46) for all federally sponsored research and all other human participants research, regardless of the funding source.

Transferring data. REL Northwest and MDRC will obtain approval from the MDRC IRB and secure a signed data-sharing agreement prior to any transfer of data. Transfer of all personally identifiable data to or from MDRC's office will be encrypted using a secure transfer method (MDRC uses Box.com for secure data transfer).

Management and storage. All data with PII will be collected and stored by the team at MDRC. MDRC will protect, store, dispose of, and otherwise keep confidential all personally identifiable information exchanged, as required by applicable state and federal law, including FERPA. Once the requested data are received from the data provider through a secure, encrypted file transfer method, the files will be stored on MDRC's secure cloud-based system. Data will only be used for the purposes of the project, as described in the data-sharing agreement, and only by representatives of MDRC who need access to fulfill the stated purposes. Data will be stored in project folders, and only project staff members who have an individual confidentiality agreement will have access to the folder with the data. All data with personally identifiable information (PII) will be stored in separate folders, and only MDRC staff members who need access to data with PII will have access to those files. All identifiers will be removed and data will be aggregated to the grade and school level prior to data processing and analysis to ensure that very few people have access to any PII. Unauthorized individuals will not be able to extract data from a computer file or database.

Staff training. All Education Northwest staff members and their subcontractors who are working on REL Northwest projects that involve PII data are required to have a moderate-level security clearance. All MDRC staff members who collect or use PII data also receive training on these procedures and the ethical standards related to data confidentiality and, in accordance with this policy, will acknowledge in writing their understanding and intent to comply with these procedures. Per Oregon Department of Education requirements, researchers using its data are required to read and sign the agency's individual nondisclosure form.

Data suppression and reporting. While some data will be collected at the student-level, all data will aggregated and analysis files will include only school- and grade- level data. All findings will be reported in aggregate grade and school level including all table and graphic displays. In creating reports, REL Northwest and MDRC will comply with federal rules for data suppression.

Roles and Responsibilities. The study manager and impact lead, along with the project's data manager will be responsible for all data security measures discussed above. If a project lead or team member leaves the project at any time during the study, new leads or team members will follow all of the security processes discussed above. IES will be informed of any leadership changes.

Format for Final Data File: Alternate data file

If a Public Use File is not available, why?: The study is using student-level administrative data from ODE. Data sharing agreements with these entities do not allow REL Northwest to share the data even in restricted-use form with other parties. Additionally, all data must be destroyed one year after the completion of the study. Data sharing agreements terminate on December 31, 2022, and REL Northwest shall delete all files within (10) days from the date of the agreement termination.