

R 1903526

ILLINOIS EARLY DEVELOPMENT INSTRUMENT PILOT AGREEMENT

AGREEMENT

This Agreement (the "Agreement") is entered into as of October 24, 2018 (the "Effective Date") by and between the Erikson Institute ("**Erikson**") and Rockford Public School District 205 ("**School District**" and simultaneously, "**Agency Lead**"). Erikson, Agency Lead and School District shall be hereinafter referred to individually as a "Party," and collectively as "Parties." Agency Lead and School District shall be hereinafter referred to collectively as "**EDI Recipients**."

RECITALS

Whereas, Erikson is a graduate school located at 451 N. LaSalle Street, Chicago, Illinois 60654.

Whereas, Rockford Public School District 205 is a school district located at 501 7th Street, Rockford, Illinois 61104.

Whereas, Erikson has obtained the rights to use the Early Development Instrument, a teacher-completed, observational survey in the form of a checklist on children's development that, when analyzed and aggregated, produces a community level measure of young children's development and well-being ("EDI").

Whereas, Erikson will conduct the EDI in Illinois as a pilot program ("IL EDI") in school district's schools under the terms of this Agreement;

Whereas, the Parties desire to enter into this Agreement specifying the roles and responsibilities for participating in the IL EDI. Parties acknowledge completion of IL EDI is dependent the timeline and responsibilities outlined in Exhibit A

Whereas, the Family Educational Rights and Privacy Act ("FERPA") and its implementing regulations (20 U.S.C. §1232g; 34 C.F.R. Part 99) protect the privacy of students' education records, and afford to parents certain rights including the right to condition certain disclosures of personally identifiable information ("PII") from the student's education records upon the parent's prior written consent; and

Whereas, according to FERPA, PII includes, but is not limited to, (a) a student's name (b) the name of a student's parent or family member (c) the name of the student's parent or other family members (c) the address of the student or student's family; (d) A personal identifier, such as the social security number, a student number or biometric record; (e) Other indirect identifiers, such as the student's date of birth, place of birth and mother's maiden name; (f) Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; (see 20 U.S.C. §1232g, 34 CFR §99.3); and

Whereas, the Illinois School Student Records Act ("ISSRA") and its implementing regulations (105 ILCS 10/1 et seq.; 23 Ill. Admin Code Part 375) protect the privacy of students' school student records and afford parents certain rights including the right to condition certain disclosures of a student's school student records or information there from upon the parent's prior written consent; and

Whereas, FERPA contains an exception allowing the release of PII without parental consent to organizations conducting studies for, or on behalf of, schools or school districts for, among other purposes, improving instruction (see 20 U.S.C. §1232g(b)(1)(F); 34 C.F.R. §99.31(a)(6)); and

Whereas ISSRA contains an exception allowing release of school student records and information without parental consent to any person for the purpose of research, statistical reporting, or planning, provided that such research, statistical reporting is permissible and undertaken in accordance with FERPA (see 105 ILCS 10/6(a)(4));

Whereas, the Parties are entering into this Agreement to share data for purposes of improving instruction and enhancing educational opportunities for the communities they serve;

NOW, THEREFORE, and in consideration of the mutual covenants, conditions and restrictions set forth herein, the parties agree as follows:

- I. **EDI.** The Parties will work together to implement the IL EDI in the Project Area, defined on the EDI Schedule attached at Exhibit A (the "**Schedule**"), subject to the terms of this Agreement.

The IL EDI will be comprised of the following phases: (a) Preparation; (b) Training; (c) Data Collection; (d) Data Analysis; (e) Delivery; and (f) Post, each of which are defined on the Schedule.

- (a) During Preparation phase, (i) the Agency Lead and the School District will work with the applicable union to design the incentives provided to teachers in exchange for the teachers' production of data responsive to IL EDI; and (ii) the School District will prepare a roster of eligible students ("**Roster**").
- (b) During the Training phase, Erikson will provide training to the teachers taking part in the IL EDI on the dates set forth on the EDI Schedule.
- (c) During Data Collection phase, the teachers will complete the EDI questionnaires for each of the eligible students and enter the answers into the Erikson EDI portal.
- (d) During Data Analysis, Erikson will analyze the questionnaire responses submitted by teachers and will provide an assessment of the development and well-being of the Project Area's participating children (the "**EDI Assessment**"). The EDI Assessment will be prepared with compiled de-identified data and information based on such responses ("**EDI Data**").
- (e) During Delivery phase, Erikson will deliver the EDI Assessment to the Agency Lead, and Agency Lead will distribute it to the community. Erikson will deliver the School based EDI Assessment to the School District.
- (f) During Post phase, Erikson retains the raw data and the EDI Recipients may use the EDI Questionnaires, the EDI Assessment, and the EDI data as permitted under the terms of this Agreement.
- (g) The Parties reserve the right to make changes or updates to the schedule, as long as reasonable notice is given to all Parties.
- (h) Data destruction: The Parties shall periodically confer with each other and review whether Data received pursuant to this Agreement continues to be needed. At such review, the Parties shall prepare a data destruction schedule with deadlines by which Erikson will agree to properly destroy any data containing PII by deleting unnecessary data files. After the data is destroyed, in accordance with the agreed schedule, Erikson shall record the fact and date of destruction by noting it on the appropriate data destruction schedule. Erikson will notify the School District upon completion of the data destruction. Any data containing PII will be destroyed by Erikson no later than December 31, 2019.

2. **Responsibilities of EDI Recipients.**

2.1 The EDI Recipients will comply with the requirements of ethical conduct for research subjects as outlined in Erikson's approved application for the IL EDI by Erikson Institute's Institutional Review Board for the Protection of Human Subjects (the "**IRB**").

2.2 The EDI Recipients acknowledge and agree that the Offord Centre for Child Studies ("**OCCS**") at McMaster University ("**McMaster**") is the owner of the EDI and the use of EDI is made under the license OCCS has provided to Erikson Institute (the "**License Agreement**"). Accordingly, it is a material inducement to Erikson's entering into this Agreement that the EDI Recipients agree, and the same do hereby agree, to the licensing conditions between Erikson Institute and OCCS at McMaster as outlined below:

- (a) The EDI Recipients will properly acknowledge OCCS and the original authors of the EDI in any reproduction of the EDI or materials relating to or referencing the EDI.
- (b) The EDI Recipients acknowledge and agree that, if for any reason the License Agreement and all rights thereunder between OCCS and Erikson is terminated, then this Agreement and all rights hereunder will also be terminated.
- (c) The EDI Recipients will not reproduce, modify, publish, distribute or otherwise deal with the EDI beyond the scope of the project for which it is licensed or beyond the rights granted under this Agreement.
- (d) The EDI Recipients will be responsible for, and to ensure, compliance with privacy laws and all other applicable laws and regulations.

- (e) The EDI Recipients will conduct and complete the Data Collection phase during the dates set forth on the Schedule.
- (f) The EDI Recipients will ensure that all participating teachers attend at least one training session provided by Erikson during the Training phase.

3. **Privacy.** The Parties acknowledge and agree that protecting the privacy of the people including the students involved in the EDI is the highest priority. All data shared by the Parties under this Agreement is confidential and shall be protected from unauthorized use or disclosure under this Agreement, regardless of whether any data element might be considered "directory" information under FERPA, ISSRA, or the School District's policies. The Parties agree to comply with all applicable laws and regulations with respect to privacy and data security, including, but not limited to: FERPA, ISSRA, and their implementing regulations. Accordingly, the Parties agree that:

- 3.1 EDI Data will be de-identified: stripped of the identifying information in the EDI (student ID, date of birth and home address) but must include child's age, gender and geographic identifier (no smaller than a census block group). The OCCS at McMaster maintains the international EDI repository for analysis and research involving only high levels of aggregation.
- 3.2 Erikson will produce and deliver information, data files and reports, including the EDI Assessment that have been de-identified. Data will not be reported at the individual child, class or teacher level. No EDI Data will include student's names or become part of the child's student record. Although Erikson may analyze student-level data, Erikson will only report aggregated results.
- 3.3 Neither Erikson nor any Third Party (as defined below) shall link individual student data with other data sources.
- 3.4 The Parties will not, and will not permit any person to, interpret, reverse engineer or use the EDI Assessment or EDI Data to derive the identity of an individual student, or to diagnose or treat any person, or to determine eligibility for special education services and support for any identified student.
- 3.5 The Parties agree that individually labeled data may only be used for research purposes if the user has obtained appropriate research ethics approval and has executed a data sharing agreement with the school district.
- 3.6 To ensure the privacy of all participating students, school data will only be reported in schools with more than one participating class. School level information will be provided exclusively to designated school administrators. If neighborhood level or school level reports are produced, only neighborhoods or schools with at least 10 EDI records (i.e. 10 students) will be reported. Those with less than 10 will be suppressed.
- 3.7 The school based EDI Assessment will be provided to the School District. The School District may provide, at its discretion, all or portions of the EDI Assessment to the schools.
- 3.8 Each EDI Recipient may request subsets of the EDI Data which include de-identified individual level data for students in its school district, school, geographic region or other group ("**Localized Data Files**"), subject to the following conditions:
 - (a) Erikson will honor such request only if it determines that such EDI Recipient has demonstrated the capability and capacity to keep the EDI Data confidential and secure in accordance with applicable privacy laws and this Agreement.
 - (b) Upon receipt of Localized Data Files, the EDI Recipient will adhere to all conditions of use outlined in this Agreement.
 - (c) The EDI Recipient may permit only designated staff internal to its organization to use the Localized Data Files and only to create a local community profile of the EDI results using templates provided by Erikson or further customized data analyses to assess relationships between data variables.
 - (d) The EDI Recipient will only provide reports of Localized Data Files at a group level.
 - (e) If the EDI Recipient wishes to share any student level data from its Localized Data Files with any other third party, including a researcher or contracted data partner ("**Third-Party**"), it must first obtain from the Third Party:

and to —
the School
District.

- (i) A signed non-disclosure EDI Agreement (template provided by Erikson Institute) that is consistent with all the conditions of this EDI Agreement.
 - (ii) A description of the specific research project.
 - (iii) A justifiable rationale for why the individual level data is needed (instead of aggregated data).
 - (iv) A description of the data use AND security procedures; and
 - (v) Proof that ethics approval from a qualified authority has been received in cases where the data will be used for research.
 - (vi) EDI Recipient shall provide notification to Erikson within 10 days of such sharing of child level data and make the Third-Party EDI Agreement available upon request.
- (f) The Parties agree to and will maintain the confidentiality of any Personally Identifiable Information for so long as it has such information or access to it.
- (g) EDI Recipients will notify Erikson as soon as possible in the event of an unauthorized use or accessing of Personal Information by EDI Recipients employees or any third party. Erikson and/or the Agency Lead will notify the School District in the event of an unauthorized use or accessing of personally identifiable information by any unauthorized party and will immediately take necessary steps to remedy the unauthorized disclosure.

3.9 Each EDI Recipient acknowledges and agrees that, in addition to any other remedies under this Agreement or under law, Erikson Institute will be entitled to injunctive relief to remedy any violations of Section 2 'Responsibilities of EDI Recipients' or Section 3 'Privacy'.

3.10 The School District will be entitled to injunctive relief, in addition to any other remedies under this Agreement or under law, to remedy any violations by any Party of Section 3 of this Agreement.

4. Responsibilities of Agency Lead. In addition to the Responsibilities of EDI Recipients referenced above, the Agency Lead agrees to carry out the following responsibilities and obligations:

4.1 During the Preparation phase the Agency Lead will:

- (a) coordinate and collaborate with school district to identify the Training and Data Collection phases and to memorialize those phases on the EDI Schedule as necessary.
- (b) provide the School District with letters to be distributed to parents of students in participating classrooms to provide parents with an opportunity to opt out of the EDI.
- (c) select target neighborhoods for EDI implementation and work with participating school district to recruit schools and teachers serving those neighborhoods.
- (d) identify, recruit and designate one or more local stakeholder groups to plan and guide the community response, as well as a strategic plan to respond to the needs identified in the EDI.

4.2 During the Data Collection phase, the Agency Lead will provide schools, teachers, and the school district with the advice and consultation of Erikson Institute, technical assistance, to facilitate the collection of EDI Data.

4.3 During Delivery phase, the Agency Lead will:

- (a) present the EDI Assessment to the School District.
- (b) disseminate the EDI Assessment and any localized EDI findings and GIS (Geographic Information System) maps to the community and identified stakeholders.
- (c) organize community discussions to present and address the EDI findings.
- (d) recruit additional or substitute stakeholders to address EDI findings.

5. Responsibilities of School District. In addition to the Responsibilities of EDI Recipients referenced above, the School District agrees to carry out the follow responsibilities and obligations:

5.1 Fees. In consideration of the services performed by Erikson as described in Section 6 and Exhibit A, the School District shall pay Erikson a fee of \$200,000, subject to all of the terms and conditions of this Agreement and conditional to the post-data release technical support. The Fee shall be due in the amount of \$50,000 on January 1, 2019 and \$150,000 on July 1, 2019.

5.2 During Preparation phase, the School District will:

- (a) appoint an individual employee of the School District to serve as the main point of contact to work with the Agency Lead.

- (b) obtain the school board's approval to implement IL EDI in the district.
- (c) recruit schools and teachers in the Project Area for participation in the IL EDI.
- (d) upload the district's teacher-student Roster to Erikson Institute (template and technical assistance provided) using a secure file transfer protocol via the Erikson web portal.
- (e) provide requested demographic data for each participating student using a secure file transfer protocol via the Erikson web portal.
- (f) provide access to a class list for each teacher consisting of a unique ID for each kindergarten student that will be participating using a secure file transfer protocol via the Erikson web portal.
- (g) work with principals to distribute parent letters to parents of students that are in participating kindergarten classrooms to enable parents to opt out of the IL EDI.

5.3 During Training phase, the School District will:

- (a) ensure teachers attend at least one of the IL EDI training sessions.
- (b) make sure teachers are aware of the requirement to accept the electronic agreement which appears in an introductory pop-up in Erikson's EDI software portal.
- (c) help coordinate and assist with EDI teacher training.

5.4 During Data Collection phase, the School District will:

- (a) help monitor and ensure teacher EDI completion.
- (b) ensure teachers complete an EDI checklist online for each student in the classrooms using the web-based data entry software via the Erikson web portal.
- (c) ensure teachers complete one evaluation form online at the end of data collection process.
- (d) provide necessary information to confirm completion of all EDI surveys.
- (e) manage and coordinate teacher compensation and incentive distribution to the participating teachers in consultation with the union.

5.5 During all phases, the School District will:

- (a) Ensure students whose parents/guardians have opted out of the IL EDI do not participate.
- (b) Ensure compliance with all obligations related to maintaining the privacy of the participating students as prescribed in this Agreement.

6. Erikson Institute.

6.1 Erikson agrees to carry out the following services, responsibilities and obligations ("Services"):

- (a) Erikson will maintain all EDI data files in its possession under lock and key and password-protection.
- (b) Upon request and subject to the conditions and terms of this Agreement, Erikson will provide to the requesting EDI Recipient the relevant EDI Data. Erikson will provide the EDI Recipient with such data for their internal use and analysis free of any additional charges.
- (c) Erikson Institute will not share the Localized Data Files with any other party, except the EDI Recipients the OCCS or as set forth in this Agreement, without the prior approval of the Erikson Institute IRB and the School District.
- (d) Other services as outlined in Exhibit A.

6.2 Erikson Institute will retain a perpetual right and license to possess, use, copy, analyze, publish and aggregate all EDI Data, all EDI Assessments and all other reports and analysis containing or referencing the foregoing, and to provide the same to the OCCS at McMaster, other than any data which includes personal information or renders such data personally identifiable. Erikson anticipates that it will provide all such data to OCCS at McMaster by October 31 of each collection year. In addition, Erikson Institute reserves the right to, and may, share EDI Data or Localized Data Files with the University of California Los Angeles Center for Healthier Children, Families & Communities or other successor or related organization in the same state as discussed in this paragraph.

6.3 The School District will retain the perpetual right to possess, use, analyze, copy and publish all EDI data and other reports and analysis containing or referencing the foregoing, other than any data which includes personally identifiable information.

7. **Indemnification.** Each party agrees to indemnify, defend and hold harmless any other Party to this Agreement. This includes their respective directors, board members, officers, employees, agents and affiliates from and against any liability, loss, costs, damages or expenses of any kind (including, but not limited to, reasonable legal, expert and consultant fees) causes of action, actions, claims, demands, lawsuits or other proceedings in proportion and to the extent that the forgoing claims arise directly or indirectly from any use of EDI Data or the EDI Assessment or from participation in the EDI.
8. **Compliance with Laws.** The Parties shall comply with all laws, regulations, rules, ordinances, orders and decrees (collectively, "**Laws**") which are applicable to the EDI Data or the EDI Assessment or from participation in the EDI.
9. **Governing Law.** This Agreement shall be construed in accordance with the domestic laws of the state of Illinois, excluding its principles of conflicts of laws. The parties hereto agree that proper venue any for any action related to this Agreement shall be in the state or federal courts in Cook County, IL and the parties hereby irrevocably consent to the exclusive jurisdiction of said courts.
10. **Good Faith and Dispute Resolution.** The Parties agree to use their best, good faith efforts, to promote mutually beneficial participation in the EDI. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties respective representatives, the Parties agree to first engage in mediation in an attempt to resolve the dispute, in lieu of litigation.
11. **Assignment or Amendment.** This Agreement is not assignable by any parties. No alteration, modification, amendment, or other change of this Agreement shall be binding on the parties unless in writing, approved and executed by an authorized representative of Erikson.
12. **Invalidity.** The terms of this Agreement shall be severable so that if any term, clause, or provision hereof shall be deemed invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect the remaining terms, clauses, and provisions hereof, the parties intending that if any such term, clause, or provision were held to be invalid prior to the execution hereof, they would have executed an agreement containing all the remaining terms, clauses and provisions of this Agreement.
13. **Limited Waiver of Breach.** The waiver by either party hereto of any breach of the terms and conditions hereof will not be considered a modification of any provision, nor shall such a waiver act to bar the enforcement of any subsequent breach.
14. **Entire Agreement.** This Agreement shall constitute the entire agreement between the parties hereto and replaces and supersedes all prior agreements, written and oral, relating to the subject matter hereof, between the parties to this Agreement.
15. **Notices.** Unless otherwise specified herein, all notices, requests or other communications under or in connection with this Agreement to or upon the Parties will be made to such addresses and to the persons designated in the Recitals to this Agreement, or such other people and addresses as provided in writing by any of the Parties from time to time, and will be deemed to have been given hereunder only as follows: (a) if delivered by overnight commercial delivery service, upon receipt as evidenced by the records of such service; (b) if sent by certified or registered mail, seven (7) calendar days after posting it; and (c) if sent by email, once the receiving Party confirms its receipt by reply or other written communication.
16. **Insurance:** Each party shall carry and maintain broad form commercial general liability insurance at a minimum of \$1 million per occurrence and \$2 million in the aggregate.
17. **Effective Date:** This Agreement is effective October 24, 2018 and will terminate on December 31, 2022. This Agreement may be extended by an additional 2 years by mutual agreement of the Parties.
18. **Termination:** Any Party to this Agreement may terminate the Agreement by providing the other parties with at least 30 days' written notice; provided, however, that the School District shall pay Erikson for all fees based on the following cancellation schedule: from date of signature to January 1, 2019 is 25% of Fee, from January 2, 2019 – April 1, 2019 is 50% of Fee, from April 2, 2019 through July 1, 2019 is 75% of Fee and after July 1, 2019 is 100% of Fee.

19. Effective of Termination: If any party terminates participation in the agreement, Erikson agrees to delete any data files containing PII of the students within 30 days of the receipt of the termination of this Agreement.

Signature by each party represents the party has read, understands and agrees to comply with the terms and conditions stated within this Agreement.

Dated: _____

Erikson Institute

Name:

Title:

Dated: _____

School District

Name:

Title:

School District:

EXHIBIT A

Rockford EDI 2018/2019:

Schedule of Timeline, Actions and Responsibilities

Phase	Timeframe	Responsibility	Action
Preparation	October	Erikson, School and Community Champions	Complete and submit executed contract and Intent to Participate Document for Research Review Board
	October/ 3 hours	Erikson, School and Community Champions	<p>Erikson leads the training</p> <p>School and Community Champions make action item decisions</p> <p>This meeting will provide the champions with an overview of the EDI, task list, and forms for the 2018-2019 year, and a power analysis. Also, identifies key dates and logistics of action items moving forward.</p> <p>Power analysis is used to identify key stakeholders to invite to the pilot team- parents and professionals</p>
	October	Erikson, School and Community Champions	<p>Community and school champions facilitate connections and conversations to school boards and private/ charter/ parochial schools to participate in the pilot project.</p> <p>Erikson supports champions as requested.</p> <p>Recruitment: Engage school districts/private/ charter/ parochial to participate in the pilot project to ensure all kindergarten children in the community</p>

			will be included in the data collection.
	October/November 1 hour	Erikson, School and Community Champions	<p>Erikson co-leads the orientation with Community and School Champions.</p> <p>Teacher/ Administration/ Board of Ed orientation meetings</p> <p>Formally announce the pilot and provide an overview of the implementation plan, roles and responsibilities of partners, and expected reporting of results</p>
Preparation	Early November/ 1 hour	Erikson, School and Community Champions	<p>Erikson co-leads the orientation with School and Community Champions.</p> <p>*Pilot team makes action item decisions to help shape work plan.</p> <p>*Pilot team includes both Community and School Champions</p> <p>Pilot Team Orientation Formally announce the pilot and provide an overview of the implementation plan, roles and responsibilities of partners, and expected reporting of results</p> <p>The 1hour webinar will be sent out in advance with an optional 1hour meeting prior to the first pilot team meeting for an orientation provided by Erikson team member</p>
	November	School Champions	Complete and submit to Erikson District Demographics Template

	Late November/ Early December	Community and School Champions, and Erikson.	Community Orientations Logistics coordination and documentation support by those leading. Formally announce the pilot and provide an overview of how the EDI integrates into current community initiatives
Preparation	November/ 1 hour+	Community and School Champions	Community stakeholders organize tours to Erikson team Community and School Strategic Plan Presentation and Community Tours Collaboration will present current strategic plan to Erikson and give a community tour to childcare center(s), Pre-k center(s), other community centers etc...
	Early November/ 3 Hours	Erikson and Pilot Team *Pilot team includes both Community and School Champions	Erikson facilitated and *Pilot Team as decision makers. Neighborhood Boundaries and Customizable Questions meetings This series of meetings will engage participants to discuss the geographic boundaries of the neighborhoods within the community borders and identify data that could enhance the current work of the collaboration.
	Mid-November/ 3 hours	Erikson and Pilot Team	Erikson facilitated, with particular attention and guidance around how the EDI can complement existing community data. Pilot Team as decision makers. Community Context/ Data point overlay Review their respective strategic plans, identify relevant

			<p>community data that aligns to the collaborative’s strategic plan, and reveal specific contextual</p> <p>Local data points to overlay on top of EDI maps.</p> <p>School and Community Champions will assist in gathering contextual overlays.</p> <p>For the purposes of the EDI data tables and maps, these data can be further characterized as measuring the “what” (goals/community improvement and measurement –e.g. Population Health Data) and measuring the “how” (process measures for coalition building metrics and service delivery metrics).</p>
Preparation	December 1	Erikson	Erikson team will clean and upload student demographic data into portal in preparation for Teacher implementation of the EDI
	January	School Champions	Complete and submit to Erikson Teacher/Student Roster prior to the teacher implementation of the EDI
Training and Implementation	January/ 2 hours+	Erikson, K teachers, School champions	<p>Erikson leads orientation for teachers.</p> <p>School Champion provides all logistical support and planning.</p> <p>Erikson technical support to be available real time during EDI data entry.</p> <p>Teachers implement the EDI</p> <p>Teacher Training/ Teacher EDI Completion</p>

			<p>Kindergarten teachers were required to engage in a two hour standardized training session hosted by the school district.</p> <p>The training will include support from local community champions to provide additional context and relevant community information to enhance the understanding and use of the EDI.</p>
Training and Implementation	Whole month of January	Erikson EDI and technical team	Erikson EDI technical support to be available real time during EDI data entry. Data entry is for each day of the requested substitute teachers and every day, including weekends, for teachers post training (stipend).
Data Collection and Analysis	January-April/ TBD	Erikson	<p>EDI data collection, processing and analysis</p> <p>Erikson Team:</p> <ul style="list-style-type: none"> -test and host secure online data portal -oversight and monitoring of data entry and teacher completion to ensure data quality -Cleaning and scoring data for analysis -Geocoding and mapping valid EDI records -Creation of frequency tables
	February/ 3 hours	Erikson, Community Champions, Pilot team	<p>Erikson Facilitated, co-lead by Community Champions</p> <p>Pilot Team as decision makers.</p> <p>Asset mapping is an inventory of community resources including businesses, organizations, and institutions within a community. The asset mapping process is used to identify local resources that have the potential to provide programs, services, funds, or in-kind gifts. These identified resources can</p>

			also be mapped and used to support data driven discussions around proper resource allocation or resource gaps.
	March-April	Erikson	Erikson Team. Creation of a community report, map and table book and confidential school reports for each participating school. -Drafting community narrative capturing why community wanted EDI and process of naming neighborhoods -Graphic design and layout of community report, 25 customized school reports, and gallery walk with 15 maps and companion tables
Data Release Planning	April/ 3 hours	Erikson and Pilot Team	Erikson present and pilot team as facilitators and decision makers. Data Rollout- Planning Team will convene to discuss how and when to release the data.
Data Delivery, Dissemination, and Community Analysis	May/ 2 hours	Erikson, School and Community Champions	Erikson led and facilitated. Data Release -Reveal and discuss implications of EDI data
	May/ 1 hour	Erikson K teachers and school champions	Erikson led and facilitated. Data Release -Reveal and discuss implications of EDI data
	May/ 3 hours	Erikson	Erikson led and facilitated. Data Release Part 1 for pilot team
	May/ 3 hours	Erikson	Erikson led and facilitated Data Release Part 2 for pilot team
	May/ 1 hour	Erikson and school champions	Co-lead Data Release- school board -Reveal and discuss implications of EDI data
Cross Community Summit	Summer/ full day	Erikson led and facilitated	EDI Partners in Practice Annual Summit School Champions, Community champions, pilot teams and

			community stakeholders as participants Bring communities that have implemented EDI together for shared learning and cross-collaboration opportunities.
Message Alignment	June	Erikson and Pilot Team	Erikson facilitated with School and Community Champions and Pilot team as decision makers. Stakeholder training and message alignment
Post Data Release-Community Planning with Erikson technical support	June- Ongoing	Erikson	Support buildout of data literacy for community members and pilot team
	June-August	Erikson	Tailored coaching for communities after EDI implementation on messaging
	July	Erikson and Pilot Team	Stakeholder training and message alignment Part 2
	August- October	Community and School Champion and Pilot Team Erikson	Data Release to the community Led by Community members-Supported by Erikson Pilot team will design a plan for dissemination of data -Reveal and discuss implications
	August - September	Erikson, Community and School Champions	Support the communications strategy
	October	Erikson	Community data uploaded on EDI website for easy access (edi.erikson.edu)
	October- Ongoing	Erikson	Support Authentic integration of data into strategic plans across the community
	October- Ongoing	Community and Erikson	Leverage Erikson technical supports based on data as requested by community upon reflection post data release.