

Early Development Instrument

2023-2024 Registration Form

Please complete and return this form to Ellie.Hill@Arkansas.gov.

A completed registration must include a superintendent signature on the last page of this document.

School District Name:

Superintendent Name:

Superintendent E-mail:

Please identify a Primary Contact. This person will serve as the point of contact for the EDI project and will receive information about the process as well as district progress updates. This person should expect to commit up to 1 hour per month to the EDI project from November 2023 to March 2024. Many districts select principals, assistant superintendents, or curriculum directors for this role.

Primary Contact Name and Title:

Primary Contact E-mail:

Primary Contact Phone:

Please identify a Secondary Contact if desired, this is recommended for larger districts and is optional.

Secondary Contact Name and Title:

Secondary Contact E-mail:

Secondary Contact Phone:

Please provide contact information for kindergarten teachers in your district. This will be used to send teachers important EDI communications, EDI portal login instructions, and \$100 gift cards upon completion. **If you need more space, please email a list along with this form to Ellie.Hill@Arkansas.gov.**

Teacher Name:

Teacher E-mail:

School Name:

District EDI License Agreement

Agreement to comply with the Regents of the University of California (hereinafter "UCLA") requirements for the protection of human research subjects and the publisher's license for the Early Development Instrument (EDI) project

Please read the information below carefully and then select either "I Accept" or "I Do Not Accept". You should print or save this agreement by. This ("Agreement") is a legal agreement between you ("User") and UCLA. By accessing and using the US e-EDI software, User acknowledges that he or she has read, understood and agrees to comply with the terms and conditions stated within this Agreement. UCLA reserves the right to change these terms and conditions periodically at its sole discretion. User's continued use of the US e-EDI software constitutes acceptance of the terms and conditions stated at the time of use.

Your site (referred to as the Licensed EDI Recipient), has agreed to implement the Early Development Instrument (EDI), a teacher-completed, observational checklist on children's development that produces a community level measure of children's school readiness. This agreement assures that you, as a Licensed EDI Recipient, will comply with the requirements of ethical conduct for research subjects as outlined in the approved application for the TECCS project through UCLA's Office of Protection of Human Subjects (OPRS). This agreement also assures that, as a Licensed EDI Recipient, you will agree to the licensing conditions between UCLA, the Arkansas Research Center (ARC), and the EDI Publisher at McMaster University's Offord Centre for Child Studies (OCCS) as outlined below.

The Licensed EDI Recipient agrees:

1. That OCCS at McMaster is the owner of the EDI and the use of the EDI is made under the license that McMaster has provided to UCLA Center for Healthier Children, Families and Communities;
2. To properly acknowledge OCCS at McMaster and the original authors of the EDI in any reproduction of the EDI or materials relating to the EDI;
3. To not reproduce, modify, publish, distribute or otherwise deal with the EDI beyond the scope of the project for which it is licensed;
4. That the Licensed EDI Recipient is responsible for ensuring compliance with privacy legislation and all other applicable laws and regulations;
5. That, if for any reason the Agreement between OCCS at McMaster and UCLA is terminated, then the Agreement between UCLA and the local Licensed EDI Recipient will also be terminated;
6. That all EDI data collection is conducted no sooner than three (3) months and no later than eight (8) months after the beginning of a collection site's school year. For example, if school starts on September 15th then the earliest that data can be collected is December 15th and the latest that it can be collected is May 15th. If data is collected before or after the Collection Period, it will be noted as pilot data and will not be comparable to other country-based norms;
7. That training is provided locally to teachers involved in EDI data collection;
8. That EDI-related data does not include children's names, it will not be interpreted for individual students and it will not be used for diagnosis or identification. The EDI information will not become part of the child's student record;

9. In all analyses using individual level data, the data will only be reported at the group level;
10. If neighborhood level reports are produced, only neighborhoods with at least 10 EDI records will be reported. Those with less than 10 will be suppressed.
11. That individual data may only be used for research purposes if appropriate ethics approval is obtained;
12. If requested by the Licensed EDI Recipient, UCLA will provide the Licensed EDI Recipient with aggregate data for their site free of any additional charges beyond those associated with the staff time needed for data file preparation and analysis to generate the Community Profile Report or other reports requested;
13. Data will not be reported at the individual child, class or teacher level. School data will only be reported in schools with more than one participating class. The Licensed EDI Recipient ensures that school level information will be provided exclusively to participating school administrators. It is at the School District's discretion with whom the school level reports will be shared;
14. That the data files will be kept in a secure, password-protected location at the UCLA Center for Healthier Children, Families and Communities;
15. If any individual student data is linked with other data sources, any analysis conducted will be done in a secure and confidential manner that ensures that the identities of individual respondents and children are protected;
16. UCLA will provide to the OCCS at McMaster by October 31st of each year copies of all EDI data collected in the United States, other than any data which includes personal information or renders such data personally identifiable, collected by UCLA or by any Third Party to which UCLA provides the EDI, collected within the previous year from September 1st to August 31st. These data will be de-identified in that they will be 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. UCLA will not share these data with any other party without the prior consent of the UCLA IRB;
17. Upon request, UCLA will provide to the Licensed EDI Recipient (which has demonstrated the capacity to keep the data confidential and secure in accordance with applicable privacy laws and regulations), its EDI data file (that is scored and at the individual child level with student identifiers intact), free of additional charges. Upon receipt of this data file from UCLA, the Licensed EDI Recipient will adhere to all conditions of use outlined in this Agreement. UCLA will not provide the child level data file to any other party (except the Licensed EDI Recipients and the OCCS) without the prior consent of the UCLA IRB;
18. The Licensed EDI Recipient can have staff internal to its organization use the local EDI data file (referenced in clause 17) to create a local community profile of the EDI results using templates provided by UCLA. This might also include more customized data analyses such as looking at relationships between variables of interest and other higher forms of analysis. All analyses using individual level data can only be reported at a group level and must adhere to all conditions of this EDI Agreement.

19. If the Licensed EDI Recipient wishes to share any child level data from its local EDI data file with a Third Party (such as a researcher or contracted data partner), it must first obtain from the Third Party:

1. A signed non-disclosure EDI Agreement (template provided by UCLA) that is consistent with all the conditions of this EDI Agreement;
2. A description of the specific research project;
3. A justifiable rationale for why the individual level data is needed (instead of aggregated data);
4. A description of the data use AND security procedures; and
5. Proof that ethics approval from a qualified authority has been received in cases where the data will be used for research.

20. To the extent permitted by applicable law, each party shall indemnify, defend and hold harmless the University of Central Arkansas, UCLA and OCCS at McMaster, and their respective directors, 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, but only in proportion to and to the extent that the forgoing claims arise directly or indirectly from the indemnifying party's use of the Licensed Works; and

21. This Agreement is effective for one annual round of EDI data collection.

By clicking "I Accept" below you acknowledge that you have read, understand, and agree with the statements listed above. If you do not agree, you will not be able to continue with the EDI project. If you have questions regarding this agreement, please contact Lisa Stanley at 310 312-9083 or email her at LisaStanley@mednet.ucla.edu.

I Accept

Signature

Superintendent Name (Printed)

Date

