Cradle-to-Career Data Governing Board Staff Report

Date Report Issued: February 14, 2025

Attention: Members of Cradle-to-Career Data Governing Board

Subject: **Update on the Research Request Process (Agenda Item 14)**

Staff Contact: Ryan Estrellado, Director of Data Programs

At this meeting, the Governing Board will have the opportunity to learn more about the research request process.

Requested Action:

There is no requested action for this item. This is an informational item only.

Background:

Article 2 of the California Cradle-to-Career Data (C2C) System Act charges the Office of Cradle-to-Career Data (Office) with "creating, and revising from time to time, in consultation with the advisory boards, a data request process for use by researchers, policymakers, education systems, schoolsites, and college campuses …"(Education Code Section 10866(b)(6)).

Research Request Process:

The Research Request Process employs a three-tiered system to facilitate data requests that "enable parents, educators, health and human services providers, researchers, and policymakers to provide appropriate interventions and supports to address disparities in opportunities and improve outcomes for all students"(Education Code Section 10861(f)). The three tiers are the Query Builder, Expedited Data Requests, and Comprehensive Data Requests.

Query Builder:

The query builder will provide select data extracts generated by the Office for the public to access and download. These data extracts will be limited to

aggregated data that do not contain Personally Identifiable Information (PII) or individual-level data. Individuals will not need the consent of data providers or a formal request to use the query builder.

Expedited Data Request:

The Expedited Data Request Process will provide custom data extracts. These data extracts will be limited to aggregated data that do not contain PII or individual-level data. To access data, the requesting parties need to obtain the approval of data providers as outlined in the Participation Agreement.

Comprehensive Data Request:

The Comprehensive Data Request Process will provide access to custom data extracts in a secure computing enclave. These data extracts can be individual-level data. To access data, the requesting parties need to obtain the approval of data providers. Depending on the extent of the request and whether it requires the utilization of PII, the process may also require Institutional Review Board (IRB) review through California Health and Human Services' (CalHHS) IRB and additional disclosure review.

Division of Roles for the Research Request Process:

The Planning Process, conducted before the start of the data system, outlines the roles of the Office, Governing Board, Advisory Boards and data providers.

Role of The Office:

In The Research Request Process, the Office will:

- ❖ Establish a transparent and well-documented process for requesting data and review of these requests
- ❖ Develop legal and technical frameworks to provide data access in formats that meet researchers' computational needs while ensuring compliance with all relevant legal agreements and regulations
- ❖ Act as a coordinating entity in the event that Data Providers have questions about pending research requests

❖ Facilitate access to reports generated through the Research Request Process

❖ Provide regular updates on the types of research requests received and their fulfillment

❖ Establish a cost recovery policy for the fulfillment of research requests

Role of the Governing Board:

The Governing Board will approve the following elements of the Research Request Process:

❖ Data access options

❖ Data points available via the Research Request Process

❖ Documentation of the status of the approval and fulfillment of research requests

❖ A cost recovery policy for use of the data system

Role of the Data Provider:

Data providers are responsible for approving or declining research requests through the Research Request Process, as identified in the terms of the Participation Agreement.

Data providers can also initiate and request data from one another through a Business Use Case Proposal (BUCP), as described in the Master Data Exchange Agreement (MDEA).

Role of the Advisory Boards:

With input from the Office and the data providers, the Data and Tools Advisory Board (DTAB) will review the Research Request Process after the first year of its implementation, to determine if the process needs improvement. Each subsequent year, the DTAB will review approved and denied requests from the previous year to identify mechanisms that would enable appropriate data requests to be fulfilled.

Next Steps:

The Office is actively researching resources to facilitate the creation of a secure computing enclave and the required infrastructure to handle anticipated request volume.