Cradle-to-Career Data and Tools and Community Engagement Advisory Boards Staff Report

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Attention: Members of Data and Tools and Community
                                        Engagement Advisory Boards

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

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At this meeting, the members of the Data and Tools Advisory Board (DTAB) and Community Engagement Advisory Board (CEAB) will have the opportunity to learn more about the research request process and provide input on what information the Office should gather from individuals submitting research requests.

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 Personal Health Information (PHI) 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.

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 data request fee policy for the fulfillment of research requests
- ❖ Develop/provide a framework and infrastructure for comprehensive data requests in a secure data enclave

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 data request fee 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 they have any recommendations to improve the process. 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. The CEAB will from time to time review the research request process to provide input on how the process is facilitating equitable access to information.

In the meeting, the Office will solicit feedback from the Advisory Boards on potential questions to include on the research request form (See below). These questions are to aid Advisory Board members in providing input on how the Research Request Process can improve data accessibility and equitable access.

Potential Items for Inclusion on the Research Request Form:

Below is a list of questions that the Office is considering including on the Research Request form to aid the Advisory Board in their review of the research request process:

1. What is the population of interest in your study (e.g., early childhood, K12, postsecondary, workforce)?
2. What is the type of analysis planned (e.g.,descriptive, predictive, causal)?
3. Does the proposed research focus on a particular subpopulation (e.g.,gender, race, individuals with disabilities, socioeconomic status, individuals with disabilities)?
4. Does this work focus on specific geographical areas or regions?
5. Which of the following best describes the sponsor of the request (e.g., policymaker, researcher, state or local government)?
6. What type of project will this request support (e.g., grant-funded research, mandated government reporting, a report by state or local government)?

Discussion for the Joint Advisory Boards Meeting:

This agenda item will include two pieces of Advisory Board member engagement. Members should consider the following for member discussion:

- ❖ Input on the appropriateness of the questions to include on the Research Request form (review the seven questions noted in the previous section).
- ❖ What are the strengths and weaknesses of the proposed approach to the Research Request Process?

Next Steps:

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

In partnership with the California Possibility Lab, the Office is developing a research request form to enshrine Open Science Practices, and uphold transparency, and generate continuous improvement for the Research Request Process.