# HEDAC Scope of Work

* + Revisions to EMSAS
		- EMSAS Manual and documentation
		- Security
		- Definitions
		- Layout
		- Add/Delete Elements
	+ Revisions to DHE Surveys
		- Instructions and documentation
		- Definitions
		- Methodology
		- Layout
		- Add/delete elements
		- Filed testing DHE Surveys,
	+ Ad Hoc Surveys
		- Design consultation
		- Field testing
	+ New data collections (IFC, others?)
		- Methodology and definitions
	+ Reporting
		- Additions and deletions to public reporting
		- Methodologies (FTE calculation)
	+ Feedback Reporting
		- Aggregate Reports in addition to public reporting
		- Data access and availability
		- Unit Record data feedback to institutions
	+ Professional Development
		- Educational Forums for IR professionals related to MO and Federal Reporting
	+ Establish a Review and Communication Process
	+ Communication and coordination of data collection and reporting with DESE
	+ Potential implementation of IES Grant

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