# 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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