# The Administration of Community Living (ACL) logo, as well as New Editions Consulting logo.

# ACL Data Council

# Council Meeting

# Summary

**Thursday, July 18, 2022**

## Participants

**ACL:** Caryn Bruyere (Chair, OPE), Terrill Curtis (OPE), Vicki Gottlich (ODPE), Amanda Cash (OPE), Lan Marshall (Contractor, OPE), Kristen Robinson (Contractor, OPE), Melissa Simpson (OHIC), Scott Cory (OIRM), Allison Cruz (AIDD), Ophelia McLean (AoD), Syed Rafiuddin (Contractor, AIDD), Amanda Reichard (ORS), Ken Wood (ORS), Anjali Forber-Pratt (ODDILRR)[[1]](#footnote-1), Anna Perng (OA)[[2]](#footnote-2)

**New Editions**: Lisa Kretz, Anne Leopold

## Meeting Purpose

The purpose of the meeting was to present information about NIDILRR data collection activities and data quality procedures (Ken Wood), provide updates about Council activities, discuss the Council’s draft equity products, introduce the development of a charter, and summarize next steps.

## Summary

### Presentation about NIDILRR data collection

* Ken Wood provided an overview of four NIDILRR data collection activities and data quality procedures implemented for these activities. Meeting attendees provided the following feedback:
  + It is impressive that accountability is embedded every single step of the way. It would be very useful and valuable to share the information with ACL’s grants management staff and other parts of ACL, both in AoA and AoD.
  + The timing for this discussion is right as NIDILRR is having conversations about some of the new open data/science requirements for research. These will affect NIDILRR and other parts of ACL.
  + It would be helpful to see the tools and resources used by NIDILRR for minimizing panel effects as they may be applicable to other ACL Centers and programs.
  + The list of data quality checks presented can provide guidance to other programs as these programs try to enhance automation of data quality checks in the database systems. Additional details about those data quality checks would be helpful.

### Updates about Council activities

* The Council has been working on grantee engagement materials with the intent to further disseminate the Council materials.
  + The Council developed a webinar presentation that will focus on discussing common data quality issues with grantees. The webinar will be scheduled in the near future.
* The Council has also been working on an assessment of equity data that ACL collects.
  + Background: some of the Council members and other ACL staff met in March for a brainstorming session to determine how the Council may support ACL’s equity activities. As an outcome of the meeting, the Council decided to develop an inventory and report to assess and summarize the equity-related data that ACL collects across selected programs.
  + ACL will use these products internally as educational tools and to help inform ACL-wide activities focused on data harmonization.

### Review and Discussion of draft equity products

* Overview of the equity-related data inventory (draft completed)
  + The inventory includes information about 17 equity domains (listed alphabetically; e.g., age, country of origin, disability, education level) and focuses on 13 ACL programs (e.g., OAA Title III, NSOAAP, NAMRS, SHIP, ILS/CILs). The inventory also includes information about the U.S. Census Bureau (Census), American Community Survey (ACS) Public Use Microdata Sample (PUMS). The ACS PUMS dataset is an external population dataset leveraged by ACL from the Census to capture more aging and disability data for its community of data users.
  + The summary worksheet provides an overview of data collected for the equity domains by the ACL programs. It provides overall counts for the number of programs that include direct questions for the domains and the number of programs that include indirect questions for the domains.
  + The individual worksheets provide more detailed information about the specific information collected by programs for each of the domains (e.g., variable name, question from data collection instrument, response option).
* Overview of the equity data report (draft in progress)
  + The inventory will be used as a building block for the equity data report, which will summarize the information and provide a comparison of how the data are collected across programs. The report will also include the following: an overview of authorizing legislation and their impact on data collection activities; a summary of gaps in terms of data that are being collected, variations across programs, and limitations in response options; and a section on recommendations for how ACL may address these gaps.
* Potential intent/use for the products
  + The products will support ACL’s data harmonization efforts. For example, ACL could use the findings to identify where ACL is not collecting equity data and to determine whether it is feasible to collect more data.
  + A question for ACL is whether ACL uses the same terms and how the terms are defined across programs. The equity data brief will enable ACL to determine where ACL collects different data and where ACL collects the same data but has different terms, and then analyze whether this is due to legislation or ACL programming.
* Meeting participants provided the following feedback:
  + It may be helpful to include information about **why ACL is collecting the data (purpose) and how ACL is using the data (use).** Information about how the data are used would be key for ACL’s decision about updating and standardizing its data collection systems (i.e., if we are not using the data, why are we burdening people with the questions). It is also important to know that, if ACL is not using the data for the purpose it was intended for, how is ACL using it.
  + It may be helpful to include the **number of people/number of observations** for each database. This information may be helpful for ACL to determine the feasibility of ACL using the data (is there enough data to look at intersectionality?).
  + Another question for the Council/ACL to consider in the future is **why the data are not being used more** and what the barriers are for using the data.

### Council charter

* The Council Executive Team would like to revisit the idea of a Data Council charter to guide the Council moving forward and to lay out the mission and process for working together. For example, the Council may pivot to focus on the following:
  + Promoting data harmonization including the potential for merging data
  + Supporting the breakdown of silos
  + Serving as a resource to each other
  + Consulting Centers and programs on (new) data collection questions
* ACL may consider having the Council to be more of a “data policy recommending body for ACL”, with the Council being able to review and recommend specific policies for data collection, including purpose and use.

### Next steps

* The Council Executive Team will continue to work on the equity data products and will provide the materials to the Council members for review and feedback, likely in August.
* The Council Executive Team will draft a Council charter and will provide it to the Council members for review and feedback.

## Follow-Up Items

Council members were asked to provide the following:

* Details about how equity-related data are currently being used by the ACL programs listed in the inventory. Please send the information to Anne ([aleopold@neweditions.net](mailto:aleopold@neweditions.net)) and Caryn ([Caryn.Bruyere@acl.hhs.gov](mailto:Caryn.Bruyere@acl.hhs.gov)) by Monday, August 1.
* Nominations for ACL staff, who are doing a lot of data work and who are not yet part of the Council, to serve on the Council. Please send nominations as you identify additional staff.

To access all Council materials (meeting materials, external and internal products), please go to the [Data Council website](http://neweditions.net/acldatacouncil). Final external products can also be accesses via the [ACL Data Projects webpage](https://acl.gov/programs/research-and-development/data-collection-projects).

1. Director NIDILRR; co-leads ACL’s equity work [↑](#footnote-ref-1)
2. Special Assistant [↑](#footnote-ref-2)