OIE PROFESSIONAL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (DCS)

Overview and Demonstration

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Purpose of Presentation

- ☐ To introduce the new data collection system and procedures for submitting data

- ☐ To provide a live demonstration of the OIE DCS

- ☐ To discuss strategies for submitting high quality data

Agenda

- ☐ Review the OIE Professional Development Program (PD) Requirements

- ☐ Introduce the DCS

- ☐ Describe Support Available to Grantees

- ☐ Demonstrate the DCS

- ☐ DCS Top Ten List

- ☐ Questions and Discussion

PD Payback Requirements

- Participants in the program receive grant funded training and are required to:
  - Perform work related to training received under the program that benefits Indian people; or
  - Repay all or a pro-rated part of the assistance received under the program as a cash repayment.
- In addition, participants must report their service payback to OIE
- Participants who are delinquent in service or cash payback are subject to income tax or wage garnishment.

Work-related Service Payback

- The Office of Indian Education prefers and expects that all participants will conduct work-related service payback to repay the funded training. Work reported must be:
  - Related to training received, and
  - Reported every six months to OIE.
- Benefit of work-related service payback: No cost to participants for training received.

Service Payback Requirements

☐ The total amount of time to be served through employment is equivalent to the total period of time training was funded.

| Total Months of Funding | Equals Total Months of Service | → | Service Payback Complete |

Payback Reporting Requirements

- Participants are required to report to OIE within 30 days of completing or exiting their program of study their intent to:
  - Complete work-related service payback,
  - Cash repayment, or
  - Continue with their education.
- For work-related payback, participants must identify the work as related to their training and how it benefits Indian people.

Grantee Reporting

- Traditionally has been filed by IHEs and participants as paper reports.

- Will now be an online, web-based data collection system – the DCS
  - OIE partnered with the Office of Special Education Programs (OSEP) to develop a new online tracking system modeled after OSEP's Service Obligation Tracking System.

Grantee Initial Reporting Requirements for DCS

- Grantees must ensure **all** participant information is entered into the new system for each grant by April 16, 2014.

  - Including participants who already graduated/completed the program or exited the program prior to completion.

Grantee Ongoing Reporting Requirements for DCS

- Grantees must enter or update participant contact and payback obligation information within seven (7) days of:
    - Participant recruitment and enrollment;
    - Participant changes in statuses; and
    - At the conclusion of each semester.

DCS: Data Collection Components

□ The DCS collects the following data:

- ◘ Grantees upload Service Payback Agreements;

- ◘ Grantees enter contact, demographic and training information about participants;

- ◘ Participants will review and approve grantee entered training information;

- ◘ Participants enter employment information; and

- ◘ Employers verify employment information.

DCS: Data Collection Components
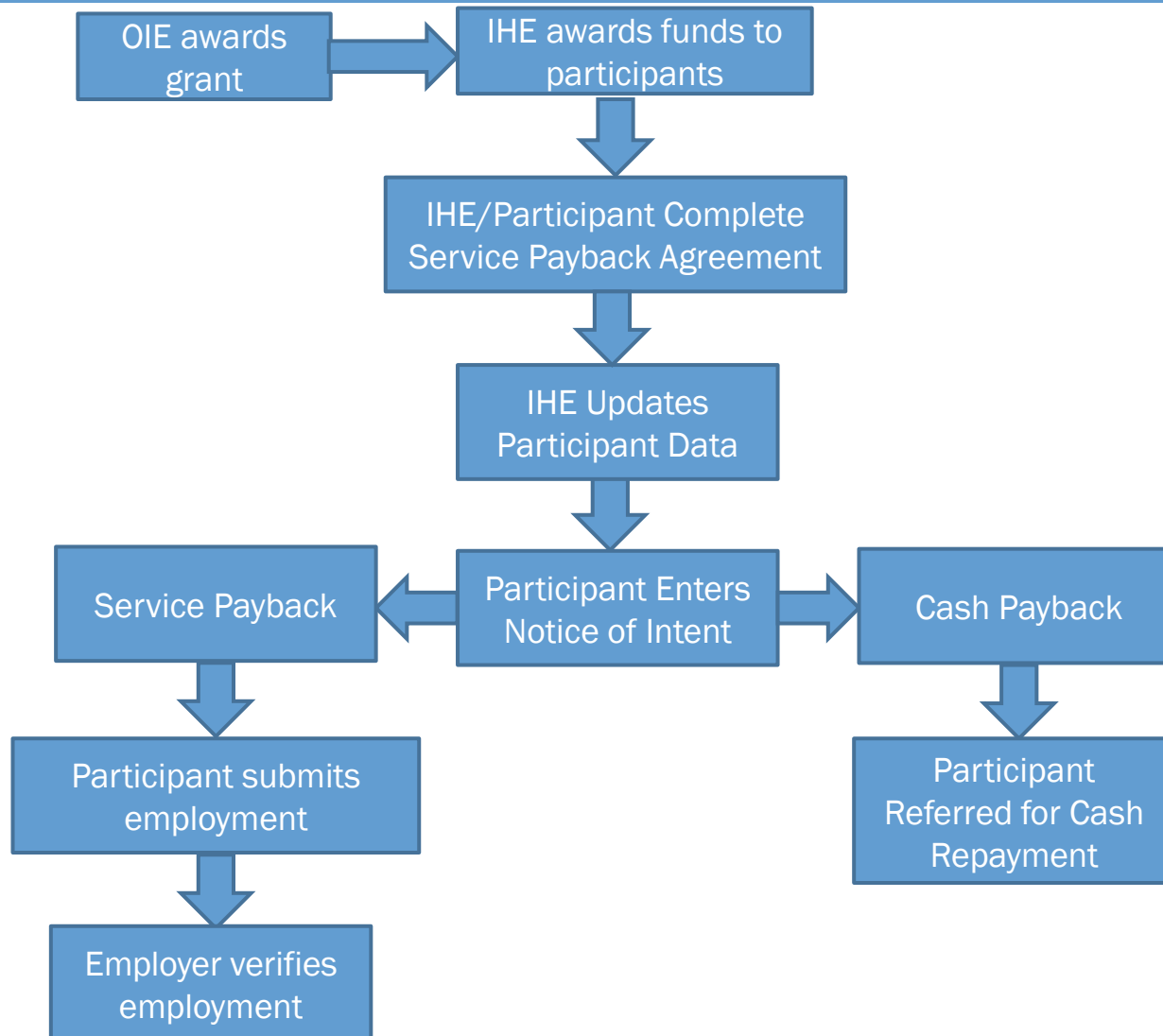
Grantee DCS Data Collection Components

- Information grantees are responsible for collecting and entering into DCS:
  - Participant contact information
    - Name
    - Date of birth
    - Social security number
    - Address, city, state, zip code
    - Email address (gmail, hotmail, or other non-IHE account)
  - Alternate contact information (a person provided by the participant through which DCC may contact the participant)

Grantee DCS Data Collection Components (continued)

- Service payback agreement (to be uploaded into DCS)
- Information about training prior to entry into project training
- Project training information
- Program completion status
- Service payback information
- Exit information

DCS Benefits

- DCS will simplify the reporting and tracking needs for grantees.

- New system will monitor:
  - Grantee performance; and
  - The service payback of participants.

- Web-based system will be available year round; 24 hours/day, 7 days/week

- Participants will have real-time access to training information.

- The Help Desk is staffed Monday- Friday from 8am-8pm Washington DC Time, for any required assistance.

How OIE Uses the Data That Grantees Report

- DCS
  - Allows OIE to produce data for internal reports and program improvement activities, and monitor grant performance.
  - Ensures grantees are completing all activities specified in the priority and in their applications.
  - Ensures participants are meeting service payback requirements.
  - Provides data for GPRA program performance reporting.

Support for Grantees

- A recording of this webinar will be available on the DCS website

- Users' guides and video demonstrations (coming soon)

- Frequently Asked Questions

- DCC HelpDesk:
  - Support available Monday through Friday from 8 am to 8 pm, Washington DC Time, 1-888-884-7110
  - paybackobligations@ed.gov

Live Demonstration of DCS

- We will now demonstrate the following activities in the DCS:
  - Logging in as a first time user and creating an account
  - Updating your grant and contact information
  - Adding a secondary user
  - Adding data for a participant

DCS Top Ten List

Ten Things You Need to Know About the DCS

10 –Be sure to distinguish between DCS and other OIE reporting

□ You must complete <u>ALL</u> of OIE's reporting requirements.

□ Annual Performance Reports are still submitted in the Spring of each year through G5.

□ Unfortunately, the DCC Help Desk can only assist you with issues related to the DCS. Please contact OIE with questions about the annual performance reports.

9 – Secondary users are great!

- Set-up a secondary user if you want someone else with the grant to be able to enter participant information.

- Secondary users will receive reminder emails and notifications concerning the DCS.

- Each person should have a unique log in to the system. Do not share your password with anyone – add a secondary user!

- At this time, we do not have a way to add more than two people per grant.

#8 – DCS Password Rules

- For security reasons, your password will be reset every 90 days.
- Your new password must be at least 8 characters and contain at least one uppercase letter, one number, and one special character (e.g., $ or #).
- You may not reuse passwords.
- If you enter your password incorrectly 3 times, your account will be locked. Please contact the DCC HelpDesk.
- Do not share your password with anyone.

7 – Emails from paybackobligations@ed.gov should always be read

- All notifications and reminders are sent electronically.

- Please add paybackobligations@ed.gov to your contact list.

- Check your email settings to be sure emails from this account are not marked as spam.

#6 – Ask participants for a non-IHE email for DCS.

- We need to be able to reach participants after they graduate or leave your IHE, so please enter a non-IHE email addresses for your participants.
  - Personal email (e.g., gmail, yahoo, Outlook)
  - Work email

#5 – Remind participants to login

- Encourage participants to login to DCS every six months to review and update contact and training information and enter employment.

- You will able to monitor the service payback status of all participants in your program.

- Your support will help us ensure OIE has the data it needs to report to Congress and continue the PD program.

#4 – Enter ALL Participants

□ Enter information on all participants ever funded.

□ Include participants who already graduated or left the program prior to completion)

□ You must add all of your participants by April 16, 2014.

□ Please plan your time accordingly and contact the Help Desk as soon as possible if you have any problems.

#3 – When to Update

- You must update information in DCS for all participants within seven (7) days of
  - Recruiting and enrolling a participant,
  - A change in status of a participant, or
  - The end of a semester.
- At a minimum, we would expect grant personnel to be updating the system every four months.
- OIE will be monitoring grantee, participant, and employer activity on a monthly basis.

#2 – How to access DCS

- On March 18th you will receive an email with a link to set up your account.
  - Click on the link provided in the email.
  - Enter the registration key provided in the email
  - Create your password

#1 – We are here to help!

- If any questions/issues arise, please contact the Help Desk!
  - 1-888-884-7110
  - paybackobligations@ed.gov
- If someone is not available when you call, please leave a message. A Help Desk operator will return your call within 24 hours.
- We have a designated specialist who can spend additional time walking you through the DCS. Just contact the Help Desk to set up an appointment.

Questions and Discussion

☐ Please type your questions directly into the chat box. Thanks!