

GRANTEE REPORTING REQUIREMENTS USING THE PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (DCS)

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July 23, 2014

Purpose of the Presentation

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- To introduce the new data collection system and procedures for submitting data
- To review Project Directors' and scholars' responsibilities with regard to the Personnel Development Program requirements, including Pre-Scholarship Agreements and Exit Certifications
- To provide a live demonstration of the DCS

Grantee Reporting Requirements

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- Grantees previously provided information about funded scholars into online systems:
 - The Service Obligation Tracking System (SOTS)
 - The Scholar Data Report (SDR)
- Will now enter all data into a single, online, web-based data collection system – the DCS. Data from the previous systems were merged into the DCS.

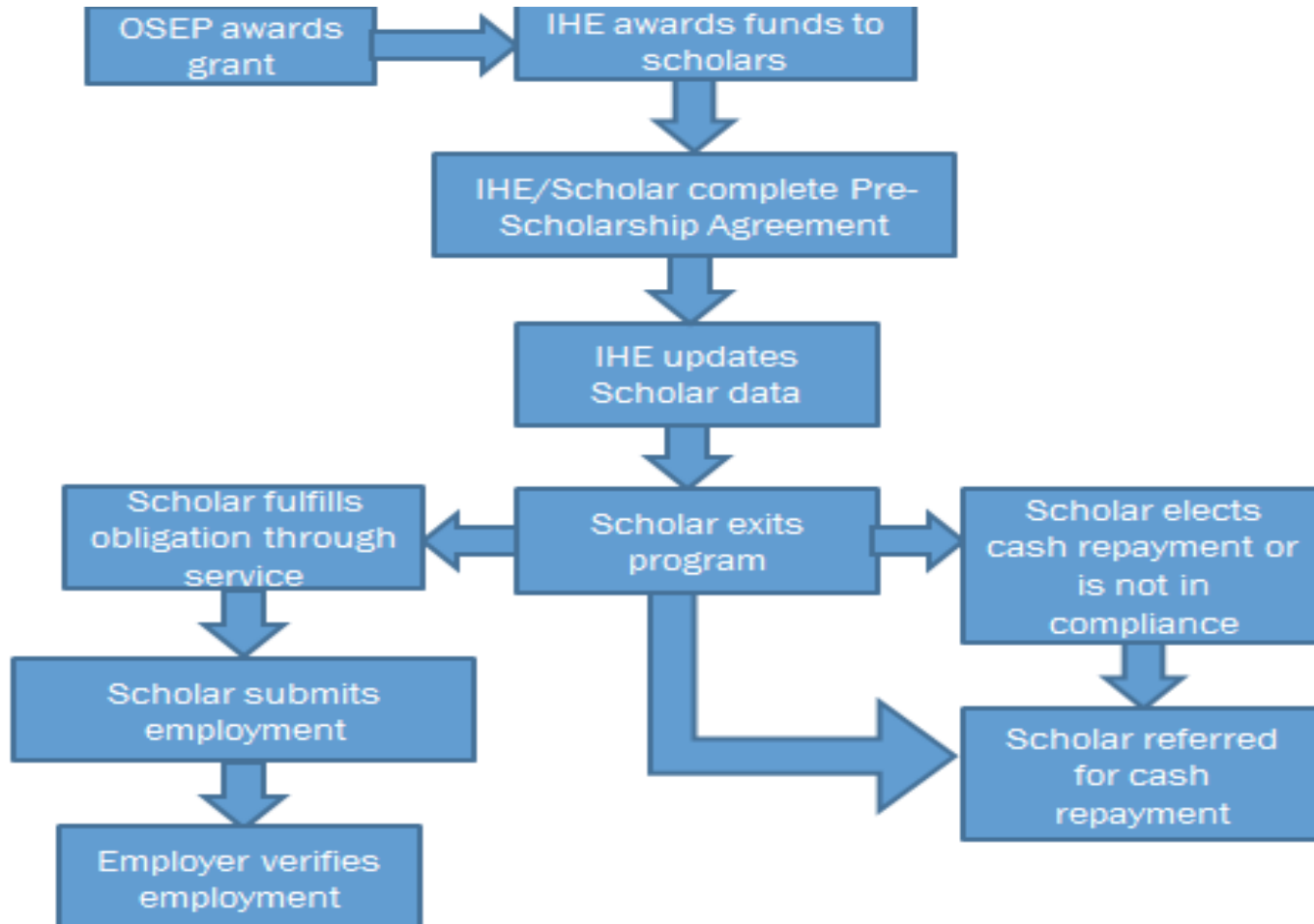
DCS: Data Collection Components

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- The DCS collects the following data:
 - Grantees upload *signed* Pre-Scholarship Agreements and Exit Certifications;
 - Grantees enter contact, demographic and training information about scholars;
 - Scholars will review and approve grantee entered training information;
 - Scholars enter employment information; and
 - Employers verify employment information.

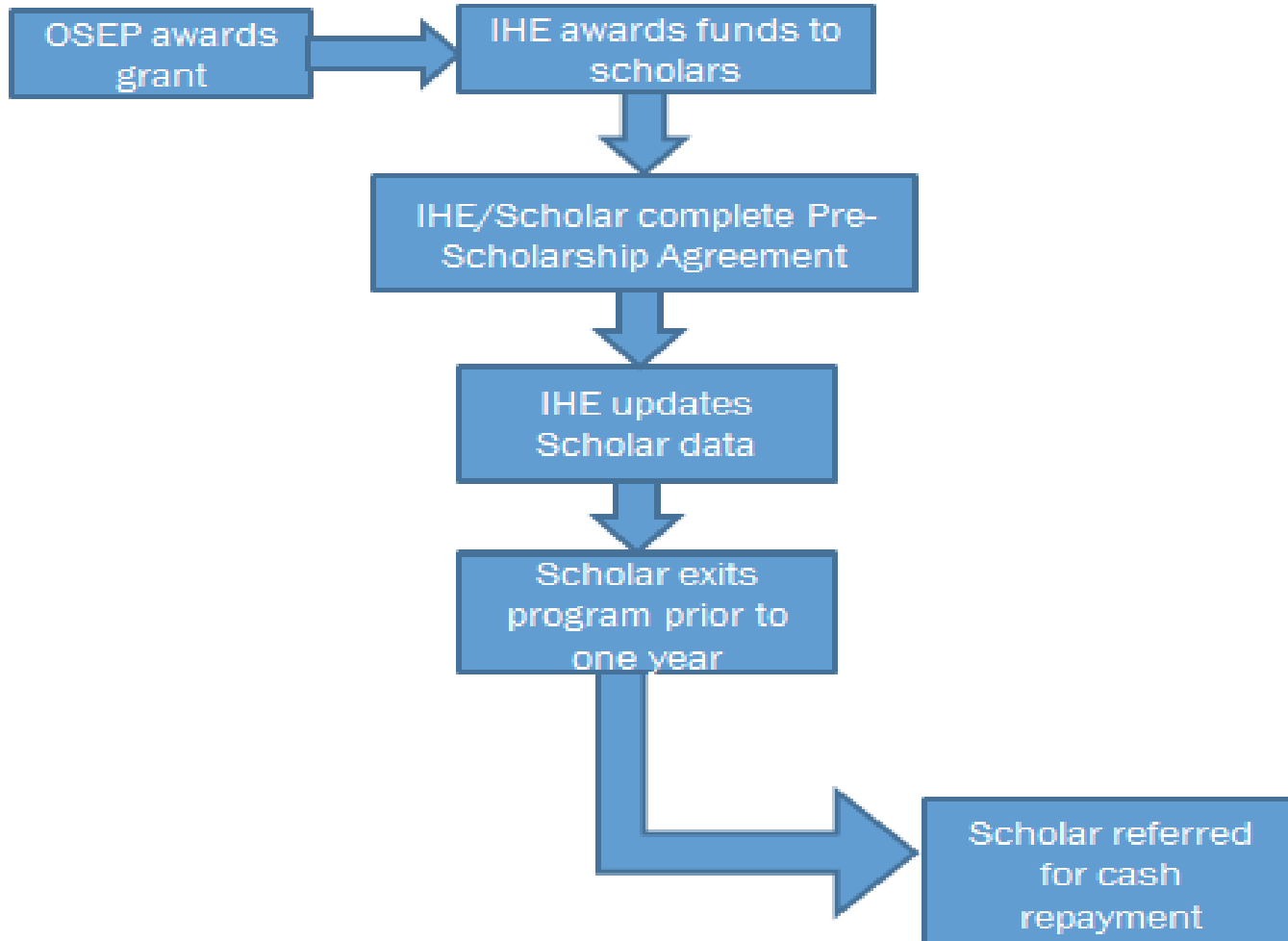
DCS: Data Collection Components (continued)

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DCS: Data Collection Components (continued)

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Grantee DCS Data Collection Components

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- Information grantees are responsible for collecting and entering into DCS:
 - Scholar 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 scholar through which DCC may contact the scholar)

Grantee DCS Data Collection Components (continued)

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- ***Signed*** Pre-Scholarship Agreement (to be uploaded into DCS)
- Information about training prior to entry into project training
- Information about employment prior to entry into project training
- Project training information
- Employment during training
- Program completion status
- Service obligation information
- Exit information
- Exit Certification

Pre-Scholarship Agreements and Exit Certifications

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- According to Section § 304.23 of the 2006 Regulations grantees are required to provide scholars with Pre-Scholarship Agreements and Exit Certifications outlining the terms and conditions of the Personnel Development Program Grant funding
- OSEP has developed standard Pre-Scholarship Agreements and Exit Certification templates which grantees must use

Pre-Scholarship Agreements and Exit Certifications (continued)

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- The grantee and scholar complete and sign the Pre-Scholarship Agreement prior to enrolling/receiving OSEP funds.
- The Exit Certification is completed and signed by the grantee and scholar within 30 days after a scholar completes the grant training program or exits prior to completion.
- A Pre-Scholarship Agreement and Exit Certification must be signed and uploaded into the DCS for all scholars.

Pre-Scholarship Agreements and Exit Certifications (continued)

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- For scholars enrolled in training in July 2013 and later, grantees must use the OMB approved versions of the forms found at <https://pdp.ed.gov/OSEP/Home/Agreements/>.
- Forms that were used prior to July 2013 must reflect the requirements in the regulations and must be legally sufficient. We strongly encourage grantees who have been using IHE forms to use the OMB approved forms. All OSEP grants funded in FY 2012 and after must use the OMB approved forms.

Grantee Initial Reporting Requirements for DCS

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- Grantees must ensure all scholar information is entered into the new system for each grant by August 15, 2014.
 - Includes scholars who already graduated/completed the program or exited the program prior to completion.

Grantee Ongoing Reporting Requirements for DCS

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- Grantees must enter or update scholar contact and payback obligation information within thirty (30) days of:
 - Scholar enrollment;
 - Scholar changes in status; and
 - At the conclusion of the grant's fiscal year.
- The system will be available year round, 24 hours a day.

Data to be Entered by Scholars/Obligees

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- After the completion of one academic year of training scholars can begin fulfilling their service obligation through eligible employment.
- Scholars enter
 - ▣ Name and contact information for employer
 - ▣ Employment position
 - ▣ Start and end dates
 - ▣ Whether the position is full-time or part-time
 - ▣ Training and related service areas utilized in the position
 - ▣ Information related to the eligibility of the position (e.g., percentage of time spent working with students with disabilities)
 - ▣ Whether he or she is considered highly qualified/qualified/fully certified in the position.

PDP Service Obligation

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- Scholars in the program receive grant funded training and are required to:
 - ▣ Complete a service obligation, or
 - ▣ Repay all or a part of the costs of such assistance.
- In addition, scholars must report their employment information to OSEP.
- Scholars who do not fulfill the terms of their service obligation must repay any funds including the scholarship, interest and collection costs.

Work-related Service Fulfillment

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- To fulfill their service obligation through paid employment:
 - At least 51% of the children the scholar is serving must be receiving special education services, or
 - The scholar must spend at least 51% of his/her time providing special education services to children, or
 - At least 51% of the scholar's time must be spent performing work related to the training for which the scholarship was received.
- Scholars must maintain two years of employment for every academic year of assistance received.

Fulfilling Service Obligation

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- ❑ Scholars will only receive credit for employment positions verified by their employer
- ❑ Scholars will not receive credit for any employment positions held prior to the date of completion of one academic year
- ❑ Scholars who exit a training program prior to its completion and have not finished at least one academic year of training will be referred for repayment to the Debt and Payment Management Group (DPMG) of ED

Data to be Entered by Employers

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- Employers review the employment data entered by the scholars to verify that it is accurate
- If employers disagree with any information they can describe the reason for disagreement
- After the employers have verified/disputed the employment information scholars are notified

How OSEP Uses the Data That Grantees Report

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- DCS
 - Allows OSEP to produce data for internal reports and program improvement activities, and monitor grant performance.
 - Ensures scholars are meeting service obligation requirements.
 - Provides data for GPRA program performance reporting.

Live Demonstration of DCS

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

Steps for Reporting Good Data

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- Notify scholars at the beginning of the program that they will be asked to provide test results and complete an Exit Certification.
- Remind scholars via phone or email before they exit that they will be asked to provide test results and an Exit Certification.
- Arrange and conduct exit interviews with each completing scholar

Steps for Reporting Good Data (continued)

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- Manage grant to ensure that all scholars will complete the program before the grant ends; enroll scholars with sufficient time, funding and support to complete within the grant period.
- Leverage a one-time no cost extension to enable scholars to finish the program; request a second, no-cost extension if additional time is needed for scholars to finish the program

FY 2013 Priority Language

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325D

- (d,e) Ensure that all scholars recruited into the program can graduate from the program by the end of the grant's project period.

325K

- (d,2) Ensure that all scholars who enroll in the proposed project can graduate by the end of the grant project period.

Support for Grantees, Scholars, and Employers

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- Archived version of webinar trainings held in June/July for PDs and their staff available at <https://pdp.ed.gov/OSEP/home/training>
- Users' guides and video demonstrations (coming soon)
- Updated FAQs
- DCC HelpDesk:
 - Support available from 8 am to 8 pm ET, Monday through Friday
 - 1-800-285-6276
 - serviceobligation@ed.gov

Questions and Answers

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- What follow-up training would be useful for you and your staff?
- What other tools would be helpful to enable you to use the data reported to improve your program's performance? What types of additional resources would help you enter reliable data?
- What concerns do you have regarding the data collection process?

More Questions?

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