# Purpose of the Training

- Orient grantees to data reporting requirements

- Improve the quality of data submitted by grantees

- Introduce the Personnel Development Program Data Collection System (PDPDCS)
  - Data submission requirements for grantees, scholars, and employers;
  - Resources available to you and your scholars

# Training Agenda

- Review reporting requirements and performance measures

- Demonstrate how to report scholar data within the PDPDCS

- Discuss data submission requirements

- Review tips for reporting high quality data and avoiding security incidents

- Summarize available resources and supports

# GRANTEE REPORTING REQUIREMENTS

# 325K FY 2020 Priority Language

- *Absolute Priority:* Interdisciplinary Preparation in Special Education, Early Intervention, and Related Services for Personnel Serving Children with Disabilities who have High-Intensity Needs

  - An "interdisciplinary" project is a project that delivers core content through **shared coursework, group assignments, and coordinated field experiences** as part of **two or more** master's degree, educational specialist degree, or clinical doctoral **degree programs** for scholars.

# 325K FY 2020 Priority Language: Project Evaluation

- The applicant will use comprehensive and appropriate methodologies to **evaluate how well the goals or objectives of the proposed project have been met**, including the project processes and outcomes;

- The applicant will **collect, analyze, and use data related to specific and measurable goals, objectives, and outcomes of the project**.

# 325K FY 2020 Priority Language: Project Evaluation

- **Scholar competencies and other project processes and outcomes will be measured for formative evaluation purposes**, including proposed instruments, data collection methods, and possible analyses; and

- **Collect and analyze data on the quality of services provided by scholars who complete the graduate degree programs** involved in this interdisciplinary project and are employed in the field for which they were trained, including data on the learning and developmental outcomes (*e.g.,* academic, social, emotional, behavioral, meeting college- and career-ready standards), and on growth toward these outcomes, of the children with disabilities who have high-intensity needs;

# 325K FY 2020 Priority Language: Project Evaluation

- The methods of evaluation will produce **quantitative and qualitative data for objective performance measures** that are related to the outcomes of the proposed project; and

- The methods of evaluation will provide **performance feedback and allow for periodic assessment of progress** towards meeting the project outcomes.

# 325K FY 2020 Priority Language: Support for Service Obligation

- Provide scholar support for **participants from two or more graduate degree programs** partnering in the proposed interdisciplinary personnel preparation project.

- Consistent with 34 CFR 304.30, each scholar must

    a) Receive support for no less than one academic year, and

    b) Be eligible to fulfill service obligation requirements following degree program completion. Funding across degree programs may be applied differently.

# Other Important Items to Note

- Ensure that **prior approval from the OSEP project officer will be obtained before admitting additional scholars** beyond the number of scholars proposed in the application and before transferring a scholar to another OSEP-funded grant;

- Ensure that the institution of higher education (IHE) at which **scholars are enrolled in the program will not require those scholars to work (e.g., as graduate assistants) as a condition of receiving support** (e.g., tuition, stipends) from the proposed project, unless the work is specifically related to the acquisition of scholars' competencies or the requirements for completion of their personnel preparation program.

# Grant Performance Reports

## Annual Performance Reports (APR)
- Instructions for preparing and submitting APRs will be sent by OSEP to Project Directors (PDs) and Authorized Representatives prior to February 1 annually
- Training for 325 PDs in February and March
- Deadline for submitting is COB on the first Friday in May
- Submitted in G5 (http://www.g5.gov)

## Final Performance Report
- Instructions clarify which portions require updates, summaries covering full award period, and new information
- Due no later than 90 days after end of project award period
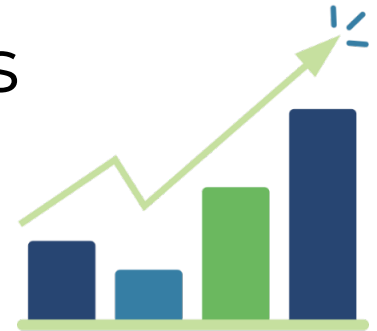- Submitted in G5

# PDP Performance Measures Purpose

- Helps measure whether the PDP is meeting its objectives.

- Demonstrates program progress and effectiveness over time.

- Used by Congress to determine future program funding.

- Required under the Government Performance and Results Act (GPRA).

# PDP PROGRAM Performance Measures
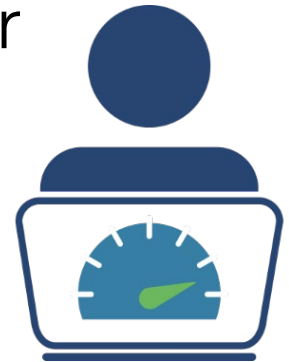
- **Sources of Data:**
  - Grantees enter data on scholars at the time of enrollment, during enrollment, and at degree program completion in the PDPDCS.
  - Upon completion of one academic year (or the program), scholars enter employment data that is then verified by their employer(s).

# PDP PROGRAM Performance Measures

- **Measure 1:** The percentage of preparation programs that incorporate scientifically or evidence-based practices into their curricula.

- **Source of data:** Expert panel review of syllabi from PDP grantees conducted one year following the grant award.

  - Syllabi from the FY 2020 grant applications are reviewed and reported during the 2021 reporting period.

  - Grantees submit new / revised syllabi to OSEP project officer

# PDP PROGRAM Performance Measures

- **Measure 2:** The percentage of scholars completing preparation programs who are knowledgeable and skilled in evidence-based practices for children with disabilities.

- **Source of Data:** Grantees enter data into the PDPDCS regarding scholar's exit/completion status and their chosen measure.

  - ➤ Grantees must include at least one measure to demonstrate each scholar is "knowledgeable and skilled in use of EBPs"

# PDP PROGRAM Performance Measures

## Measure 2:
Examples of Measures of Knowledge and Skills

| ACCEPTABLE Measures | UNACCEPTABLE Measures |
|---|---|
| ➢ **Grantee-specific tests** (e.g., portfolio, comprehensive exam, dissertation defense)<br>➢ **PRAXIS II**<br>➢ **National organization tests**<br>➢ **State-specific tests**<br>➢ **Capstone project or exam** required of scholars prior to degree program or grant project completion | ➢ **Entrance exams** (e.g., PRAXIS I, GRE, SAT)<br>➢ **University preliminary exams**<br>➢ **Individual course exams or grades** |

# PDP PROGRAM Performance Measures

- **<u>Measure 3:</u>** The percentage of scholars who exit preparation program prior to completion due to poor academic performance.

- **Source of data:** Grantees report scholar's exit/completion status and reason for exiting prior to completion, if applicable.

# PDP PROGRAM Performance Measures

- **<u>Measure 4:</u>** The percentage of scholars completing preparation programs who are working in the area(s) for which they were prepared upon program completion.

- **Sources of data:**

  - ➤ **Grantees report** scholar's training area and exit/completion status.

  - ➤ **Scholars and employers report** scholar's employment area after exit.

# PDP PROGRAM Performance Measures

- **<u>Measure 5</u>:** The Federal cost per scholar who completed the preparation program.

- **Sources of data:**

  - **ED G5 database** provides financial data for each grant; and

  - **Grantees report** the total amount of "scholar support" provided for each scholar per year.

# PDP PROGRAM Performance Measures

- **<u>Measure 6:</u>** The percentage of scholars who completed the preparation program and are employed in high-need districts.

- **Source of data:**
  - **Scholars** who have completed the preparation program **and their employers** have verified their employment.
  - **CCD and School Universe surveys** determine if a district determined as high-need.
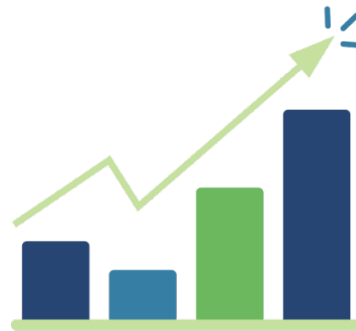
# PDP PROGRAM Performance Measures

- **<u>Measure 7</u>:** The percentage of scholars who completed the preparation program and are rated effective by their employers.

- **Source of data:**
  - **Scholars** who have completed their program and choose to **submit their employment information;** and

  - **Employers rate** the scholar's effectiveness during the verification process.

# Pilot Outcome Measure

- The percentage of scholars who completed the preparation program and are employed in the field of special education for at least two years.

# USING THE PDPDCS

# PDPDCS: Live Demonstration

We will demonstrate the following activities in the PDPDCS:

- Logging into the system,
- Updating a grant and contact information,
- Adding a secondary user,
- Using the digital Pre-Scholarship Agreement (PSA),
- Uploading a physical PSA and entering scholar data,
- Updating scholar data, and
- Tracking scholar's service obligation fulfillment.

# PDPDCS Setup Reminders: Secondary Users

- **Project Directors are responsible for all data entries**; however, secondary users are permitted to assist in the process.

- Secondary users:
  - Can enter scholar information, and
  - Have a unique log in.

- Only **two people per grant** are permitted access.
  - Project Directors may change the secondary user at any time.

- **Note: You may NOT create a shared inbox for your secondary user – each user requires a unique login.**

# PDPDCS Setup Reminders: Multifactor Authentication (MFA)

MFA, required by the PDPDCS is a security process where a user verifies their identity in multiple ways to gain system access.

**Download and install Google Authenticator on your smartphone**

- The app is available through the Apple App Store or Google Play Store by searching for "Google Authenticator."

  https://www.apple.com/ios/app-store/

- If you are not sure where to locate the **Apple App Store** or **Google Play Store**

  https://play.google.com

  on your smartphone, look for one of these icons on your smartphone home screen or within your smartphone's applications or "apps" section.
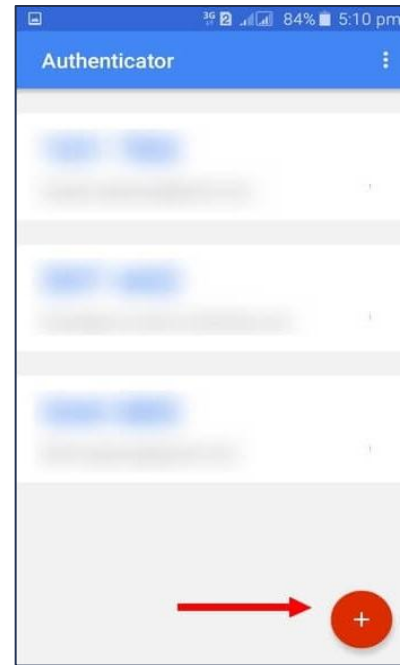
# Enrolling in MFA for the PDPDCS

## Pair the app and PDPDCS

- Open the Google Authenticator app on your smartphone

- Click the + button on the app to add the PDPDCS website

- Scan the QR Code from the PDPDCS website enroll page on the enroll page with your cellphone

# Enrolling in MFA for the PDPDCS

## Enter code in the app

- Enter the code generated by the Google Authenticator app into the PDPDCS enroll page and click "Validate."

- Remember to enter the code quickly as each code is only valid for 30 seconds. As soon as another code is generated, the preceding one becomes invalid.



6-digit code

Enter code here
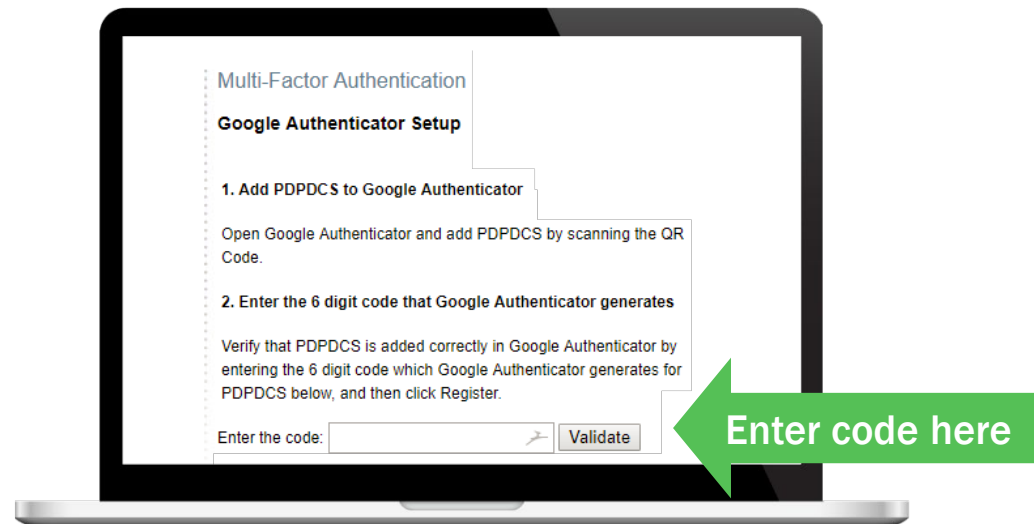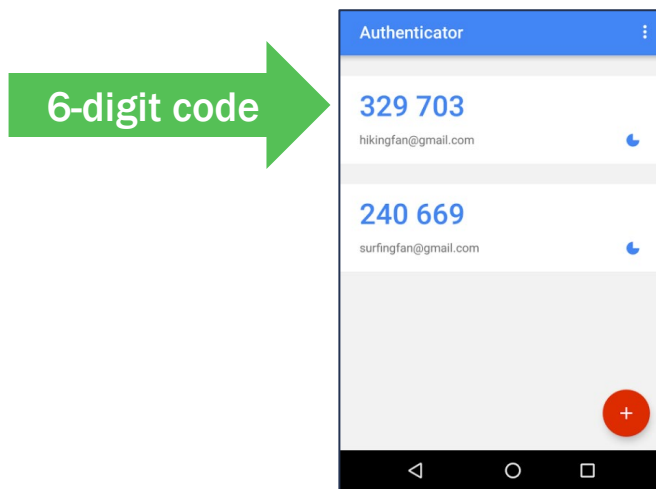
# Signing into the PDPDCS in the Future

Each time you sign into the PDPDCS from any device you will need to complete these steps:

1. Enter your username and password in the PDPDCS.

2. Open the Google Authenticator app on your smartphone and enter the 6-digit security code* into the PDPDCS when prompted by the system.

**Note:**

- If you create a new password, you will need to scan the QR code on your smartphone again.

- If you purchase a new device, please contact the Help Desk to reset your MFA so you can scan the QR code and add it to your phone again.

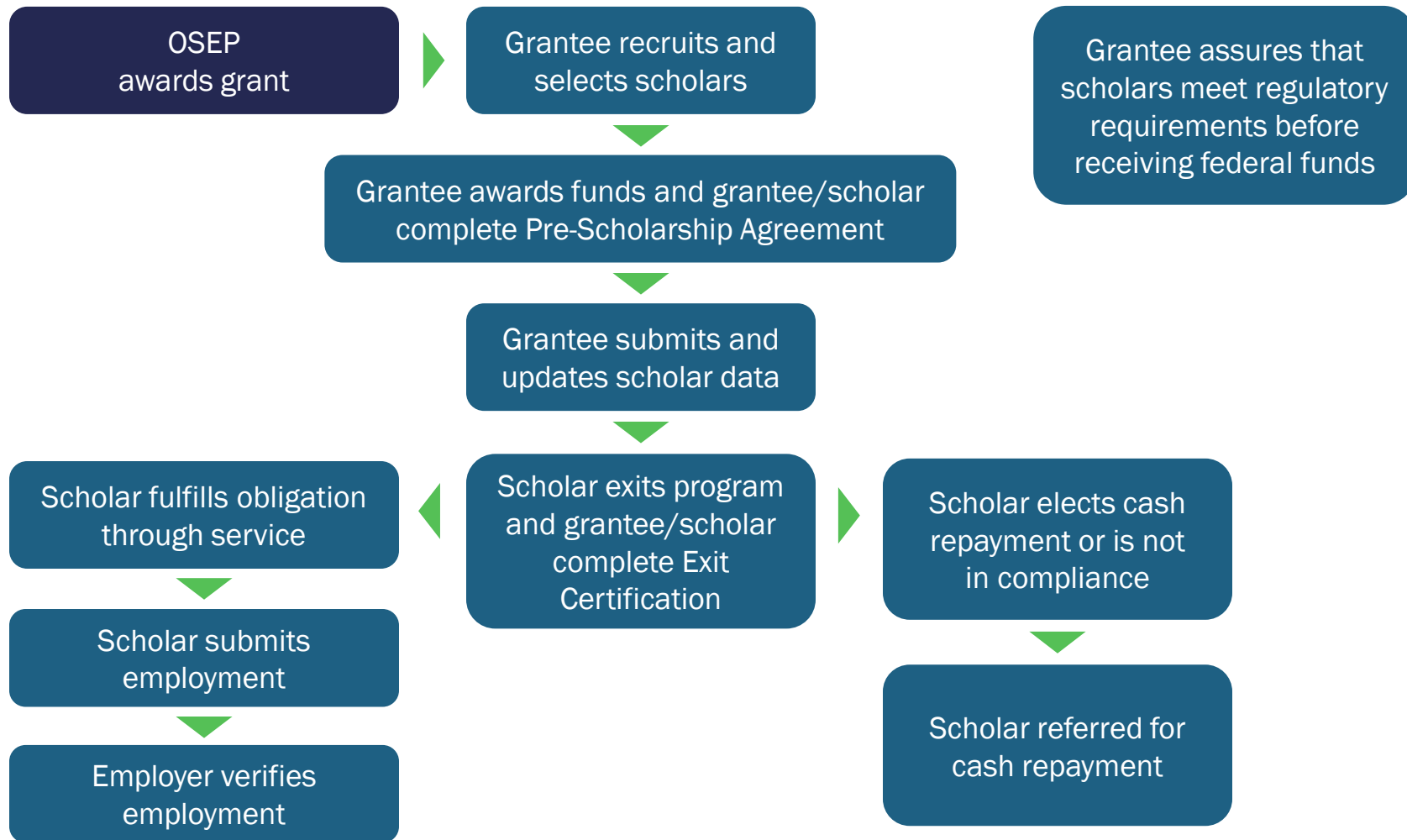**\*Remember:** Each code is only valid for 30 seconds

# PDPDCS SUBMISSION REQUIREMENTS

# PDPDCS Data Submission Process

```
OSEP
awards grant
```
→
```
Grantee recruits and
selects scholars
```

```
Grantee assures that
scholars meet regulatory
requirements before
receiving federal funds
```

↓

```
Grantee awards funds and grantee/scholar
complete Pre-Scholarship Agreement
```

↓

```
Grantee submits and
updates scholar data
```

↓

```
Scholar fulfills obligation
through service
```
←
```
Scholar exits program
and grantee/scholar
complete Exit
Certification
```
→
```
Scholar elects cash
repayment or is not
in compliance
```

↓

```
Scholar submits
employment
```

↓

```
Scholar referred for
cash repayment
```

↓

```
Employer verifies
employment
```

# Pre-Scholarship Agreements and Exit Certifications



- For each scholar who receives funding, grantees and scholars must sign a *Pre-Scholarship Agreement* and *Exit Certification*.
- The legally binding agreement outlines the terms and conditions of PDP funding
- Grantees must use the OMB approved forms found at https://pdp.ed.gov/OSEP/Home/Agreements/.

# Pre-scholarship Agreements (PSA) and Exit Certifications (EC)

| | PSA | EC |
|---|---|---|
| **When do scholars and grantees sign the agreement?** | To **officially enroll** in the grant-supported program, scholars must sign and complete a PSA. | To **officially exit** from the program, scholars must sign and complete an EC. |
| **When do I upload or submit the agreement?** | Upload or submit within 30 days of the scholar's enrollment or receiving funds. | Upload within 30 days of the scholar's exit. |

# Digital PSA Process Overview

```
┌─────────────┐     ┌─────────────┐     ┌─────────────┐     ┌─────────────┐     ┌─────────────┐     ┌─────────────┐
│ PD Initiates│     │  Scholar    │     │             │     │             │     │     PD      │     │  Scholar    │
│ the PSA and │ ──▶ │  receives   │ ──▶ │  Scholar    │ ──▶ │  Scholar    │ ──▶ │  Reviews    │ ──▶ │  record is  │
│  fills in   │     │   email     │     │  reviews    │     │   signs     │     │  PSA then   │     │  created in │
│  scholar    │     │notification │     │    PSA      │     │    PSA      │     │  signs and  │     │    the      │
│ information │     │ to review   │     │             │     │             │     │  submits    │     │   PDPDCS    │
│             │     │ digital PSA │     │             │     │             │     │             │     │             │
└─────────────┘     └─────────────┘     └─────────────┘     └─────────────┘     └─────────────┘     └─────────────┘
```

**PD Initiates the PSA and fills in scholar information** → **Scholar receives email notification to review digital PSA** → **Scholar reviews PSA** → **Scholar signs PSA** → **PD Reviews PSA then signs and submits** → **Scholar record is created in the PDPDCS**

**PD receives notification to edit PSA and makes changes in PDPDCS** ← **Scholar disagrees with information and leaves a comment**

# Digital or Physical Pre-Scholarship Agreement?

**Digital PSA:**

- Enter scholar information into the PDPDCS

- Scholar reviews information and indicates any issues

- Both parties discuss through the PDPDCS until both have signed

- Scholar info is automatically entered into PDPDCS from PSA

**Physical PSA:**

- Scholar and IHE meet to discuss agreement and sign paperwork

- IHE enters scholar information into PDPDCS and uploads a signed **redacted** copy of the PSA

# PSA and EC Important Reminders

- Grantees will not be able to create and submit scholar records without these documents.
- Please contact the Help Desk as soon as possible if you do not have these documents.
- Grantees may be held responsible for funds provided to scholars with missing or invalid documents.
- Grantees must retain grant records until each scholar's service obligation has been fulfilled or paid back.
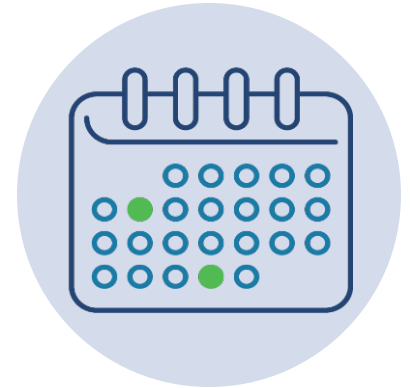
# Submission Requirements: Grantees

Grantees must enter or update scholar contact and program completion information within 30 days of:

- Scholar enrollment*;
- Scholar changes in status; and
- Grant's fiscal year ending.

OSEP requires that scholars are in a pending status for no more than 30 days.

NOTE: *Enter currently enrolled scholars within 30 days of gaining access to the PDPDCS.

# Submission Requirements: Scholars

Once a scholar record is submitted by the IHE, scholars will access the PDPDCS to:

- Review their training information;

- View service obligation status; and

- Enter eligible employment information to fulfill their service obligation.

# Scholars' Employment Record

- Information collected includes:
  - Contact information;
  - Type of organization;
  - Dates of employment;
  - Type of employment;
  - Full or part time position;
  - Training area(s);
  - Whether the position meets PDPDCS time requirements; and
  - Certification or licensure

# Submission Requirements: Employers

Employers verify employment information within the PDPDCS.

- Scholars do not receive credit for service obligation until the employer has verified their employment.

- Scholars receive an email when their employment is verified or disputed

# PDPDCS Data Collection Period

- **Upcoming Data Collection Period**: **Feb. 1 – Apr. 2, 2021**
  - Grantees must submit scholar records in the PDPDCS for any scholars who have been enrolled by **4/2/2021.**

- PDPDCS is open year-round for data entry

- Plan for 2022 Data Collection Period

# AVOIDING SECURITY INCIDENTS

# Protecting Scholar's PII

- Scholar agreements and records within the PDPDCS contain significant amounts of scholar personally identifiable information (PII).

- **It is the responsibility of the grantees to protect this scholar information.**

- Improperly handling PDP documentation could expose a scholar to potential identity theft and impact the university's ability to receive future funding from the Department.

# Security Incidents: Exposing Scholar PII

A security incident occurs if personally identifiable information (PII) is potentially viewable to unrelated parties. Examples from PDPDCS:

- Uploading an unredacted *Pre-Scholarship Agreement (PSA)* to the wrong scholar record
- Sending unencrypted documents (Social Security Card, Driver's License, etc.) in an email to the PDPDCS Help Desk

# Impacts of Security Incidents

Every security incident that occurs requires significant resources from the Department to mitigate the impact:

- **PDPDCS staff must notify the Department's Education Security Operation Center (EDSOC),** document the incident, and work to expunge the file or email from the PDPDCS or email servers.

- Additional interviews, investigations, and mitigation strategies might be necessary if an unauthorized individual viewed the PII.

- **PDPDCS Staff must review all other scholar records** and documentation associated with the grantee to ensure other security incidents have not occurred

# Impacts of Security Incidents

Grantees and Project Directors also are impacted by these security incidents:

- Grantees will be required to resubmit scholar documentation and complete security incident report documentation and participate in investigation interviews as needed;

- Project Directors and Secondary Users will be required to participate in a security training to understand the proper handling of scholar PII and the consequences of data breaches; and

- The grant will be placed on a security incident list tracked by PDPDCS and OSEP staff. **If further incidents occur, the grant and university could be placed on high-risk status, impacting their ability to receive future federal funding**

# Avoiding Security Incidents

- Develop a file upload checklist to review the scholar agreement for the correct name, ensure the SSN is redacted, and the file name is correct.

- Always encrypt files being sent by email, including to the PDPDCS Help Desk.

- Implement a file naming convention to avoid uploading the wrong file to a scholar's record: PSA_J_DOE.pdf.

- Review all files after uploading to the PDPDCS to ensure the agreements have been uploaded to the correct scholar.

# HELPFUL PDPDCS REMINDERS

# PDPDCS Communication: Always Read System Emails

- Notifications regarding system or policy changes as well as data submission reminders are sent via email.



  - ❑ Please add [serviceobligation@ed.gov](mailto:serviceobligation@ed.gov) to your contact list.
  - ❑ Check your email settings to be sure emails from this account are not marked as spam.

# PDPDCS Data Quality: Scholar Contact Information

- OSEP and PDPDCS staff must be able to reach scholars after they graduate or leave your IHE. Please enter a **non-IHE email address** for each scholar.
  - Personal email (e.g., Gmail, Yahoo, Outlook), or
  - Work email.
- If the scholar has multiple emails, include a second non-IHE email in the alternative email field.

# PDPDCS Reporting: Grantee Requirements

- Grantees must update information in PDPDCS for all scholars **within 30 days** of:
  - Enrolling a scholar*,
  - A change in status of a scholar, or
  - The end of your grant's fiscal year.
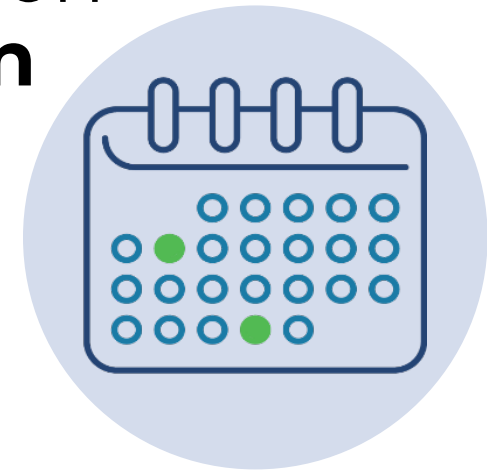
*Enter currently enrolled scholars within 30 days of gaining access to the PDPDCS.

# PDPDCS Reporting: Grantee Requirements

- Scholars cannot be left in a "pending" status in the PDPDCS for more than 30 days.

- At a minimum, grant personnel should plan to update their grant account **every six months**.

- All scholars MUST be exited from a grant before it ends.

- OSEP monitors grantee, scholar, and employer activity.

# PDPDCS Reporting: Timely Submission

- Submit all data on time (APR, PDPDCS, and FPR).
  - According to 34 CFR 75.253(a)(3), the timely submission of this report is one of the factors that the Secretary will consider in determining whether to continue your project's funding for next fiscal year.
  - According to section 75.217(d)(3)(ii), the Secretary can consider the failure to submit scholar data in a timely fashion in determining your project's ability to obtain future grants from the Office of Special Education Programs or under any other Department program.

# Managing PDPDCS Grants and Timelines

- Project Directors must manage grants to ensure that:
  - All scholars will **complete** the degree program **before the grant ends**;
  - Scholars are enrolled early (Year 1) with sufficient time, funding, and support to complete the program; and
  - The **number of scholars** proposed, enrolled, and completed **meets outlined expectations**.
- Grantees are allowed a one-time no cost extension to ensure scholars complete the program.

# Exit All Scholars BEFORE Your Grant Ends

○ Any scholar who has not graduated/completed or previously exited when a grant is closed will need to be assigned the status of "exited without completion."

  ○ **Project Directors are responsible for obtaining** *Exit Certifications* **from these scholars too**. Service obligation requirements still apply.

• As you "exit" each scholar, you will report the reason or final status for each scholar. For example, the reason may be:

  ○ Poor academic performance, or

  ○ Grant ending prior to preparation program completion

# PDPDCS Reporting: Scholar Requirements

- Remind scholars throughout their time in the program to login to the PDPDCS and provide employment data.

- Scholars must login to the PDPDCS within 30 days of receiving access to the system and then, at least annually until they fulfill their service obligation to:

  - Review and update contact information;
  - Review training and service obligation information; and
  - Submit employment information.

# PDPDCS Reporting: Scholar Requirements

- Recommend that your scholars review the Scholar Training and PDPDCS Quick Reference Guide https://pdp.ed.gov/OSEP/Home/Training.

- Notify scholars at the beginning of the program that they will be required to provide licensure test results to you.

- Arrange and conduct exit interviews with each exiting scholar.

# PDPDCS Reporting: Monitoring Scholars



**SCHOLAR INFORMATION**

Below is a summary of the scholar records entered for each grant. To add a new scholar to a grant, click on the "Add New Scholar" link. To view a list of all scholars entered into the system for each grant and their record entry, program completion, and service payback status, as well as definitions for the options under each status type, click on the "View All Scholar Records" link.

Grant Award Number: TESTK160001

Add New Scholar Record
View All Scholar Records

| Proposed | Record Entry Status | | | Program Completion Status | | | |
|---|---|---|---|---|---|---|---|
| Number of Scholars | Total Records Entered | Total Records Submitted | Total Records Pending | Enrolled, no longer receiving OSEP funding | Enrolled | Exited Without Completion | Completed/ Graduated |
| | 7 | 5 | 2 | 0 | 1 | 0 | 4 |

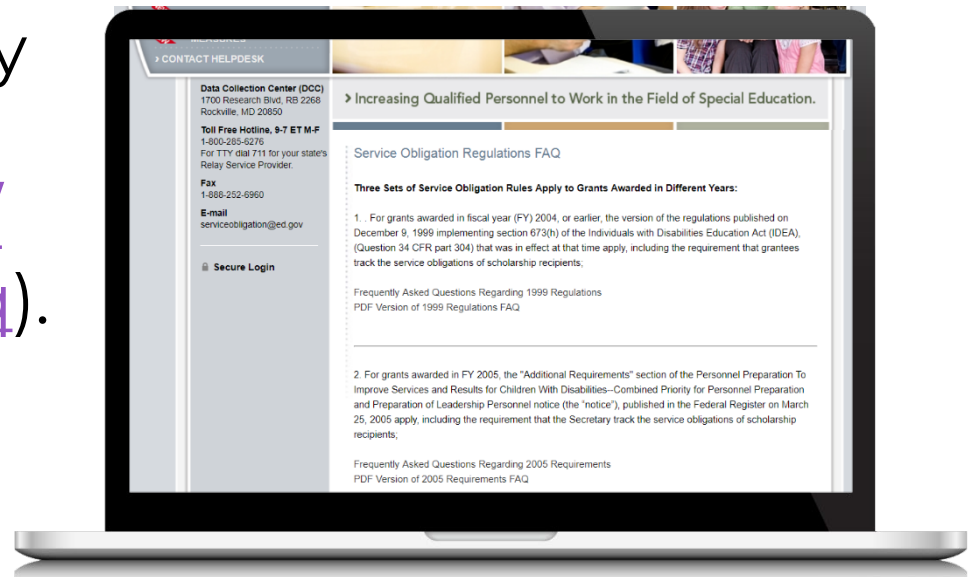| Service Obligation Status | | | | | | |
|---|---|---|---|---|---|---|
| Awaiting Completion | Awaiting Login | Fulfillment Not in Progress | Fulfillment in Progress | In Repayment | In Deferral/Exception | Obligation Fulfilled |
| 0 | 2 | 1 | 2 | 0 | 0 | 0 |

RESOURCES AND SUPPORT

# Support Using PDPDCS: Website Resources

- PDPDCS resources include:
  - A closed-captioned recording of this webinar will be made available (https://pdp.ed.gov/OSEP/Home/Training).
  - PDPDCS Frequently Asked Questions (https://pdp.ed.gov/OSEP/Home/dcsfaq).

# Support Using PDPDCS: Website Resources

Service obligation resources for grantees and scholars:

- *Pre-Scholarship Agreements* (PSA) and *Exit Certifications* (EC) (https://pdp.ed.gov/OSEP/Home/Agreements/).

- 2006 Service Obligation Regulations (https://pdp.ed.gov/OSEP/Regulation/ProgramRegs2006).

- Regulatory Frequently Asked Questions available at: (https://pdp.ed.gov/OSEP/Home/regulatoryfaqs).

# Support Using PDPDCS: Help Desk

- The PDPDCS Help Desk is available by phone or email to answer questions you or your scholars may have regarding the PDPDCS. Help Desk support is available:

  - Monday through Friday from 8 am to 8 pm, ET.

  - Email: serviceobligation@ed.gov.

  - Toll Free Hotline: 1-800-285-6276.

  - If someone is not available when you call, please leave a message. A Help Desk operator will return your message within 24 hours.

- A designated specialist can also spend additional time walking you through components of the PDPDCS. Just contact the Help Desk to set up an appointment.

# Questions and Discussion

# More questions?

## *PDPDCS Help Desk*

Support available from 8 am to 8 pm EST

Monday through Friday

1-800-285-6276

serviceobligation@ed.gov