



OSEP

OFFICE OF SPECIAL EDUCATION PROGRAMS
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES

PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (PDPDCS)

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Training Agenda

- Review and demonstration of PDPDCS
 - Digital Scholar Agreements
 - Multiple Secondary Users
- Required actions for data submission
- Protecting scholar data
- Available resources for grantees and scholars
- Questions and Discussion



Welcome All!

Where is your university located?

1. Add your location to the map:

<https://padlet.com/mbloom42/2fp8zbecispnzmd3>

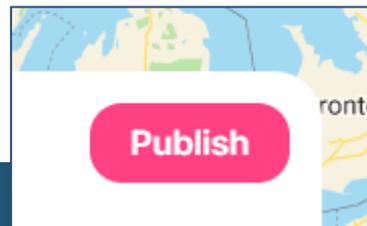
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PDPDCS REVIEW AND DEMONSTRATION



Activities to complete in the PDPDCS

1. Log into the PDPDCS and verify secondary user(s)
2. Review your data summary
3. Add any new scholars
4. Update Section G for each scholar
5. Update Section H for each scholar
6. Update Section I for each scholar
7. Enter exit information for scholars no longer enrolled (Section J)
8. Review and submit all data by April 1st deadline



Live Demonstration

DEMO



Pre-Scholarship Agreements (PSA) and Exit Certifications (EC)

- * Grantees and scholars must **sign an OMB-approved PSA and EC** for each funded scholar.
- * Scholar records cannot be created without these documents.
- * Grantees may be held **responsible for funds provided to scholars** with missing or invalid documents.
- * Grantees must **retain all grant records** until each scholar's service obligation has been fulfilled or paid back.

OMB Control Number: 1820-0686
Revision: 03/2020

Personnel Development Program
Data Collection System
Service Obligation Pre-Scholarship Agreement
For a Scholarship Received from a Personnel Development
to Improve Services and Results for Children with Disabilities Grant

Service Obligation Pre-Scholarship Agreement
Between

Name of Scholar _____
And
Name of Grantee (IHE) _____

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is mandatory per the Individuals with Disabilities Education Act (IDEA) and its corresponding regulations 34 CFR Part 304.

Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0686. Note: Please do not return the completed Service Obligation Pre-Scholarship Agreement to this address.

Privacy Act Notice

The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you. The authority for collecting the requested information from and about you is part D of the Individuals with Disabilities Education Act, as amended by the Individuals with Disabilities Education Improvement Act of 2004. We request your scholar educational information pertinent to the OSEP scholarship grant received whether provided by the scholar, grantee, or other entity, including personally identifiable information (PII), under this authority in order to

1

Results

OMB: 1820-0686
Rev: 03/11/2020

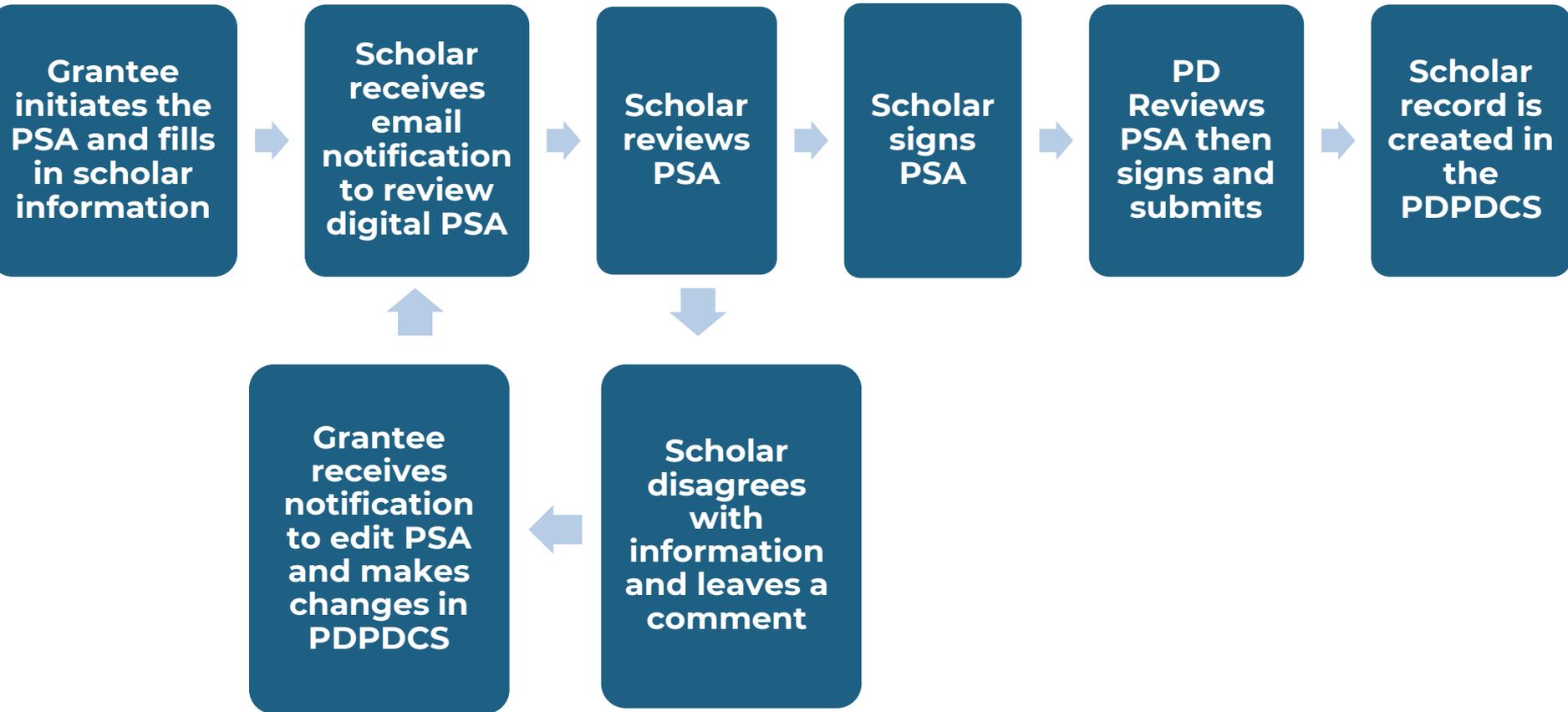
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regarding the burden estimate or any other aspect of this collection of information, including
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SW, Washington, DC 20202-7100 or email ICDocketMgr@ed.gov and reference the OMB
Control Number 1820-0686. Note: Please do not return the completed Exit Certification to this
address.

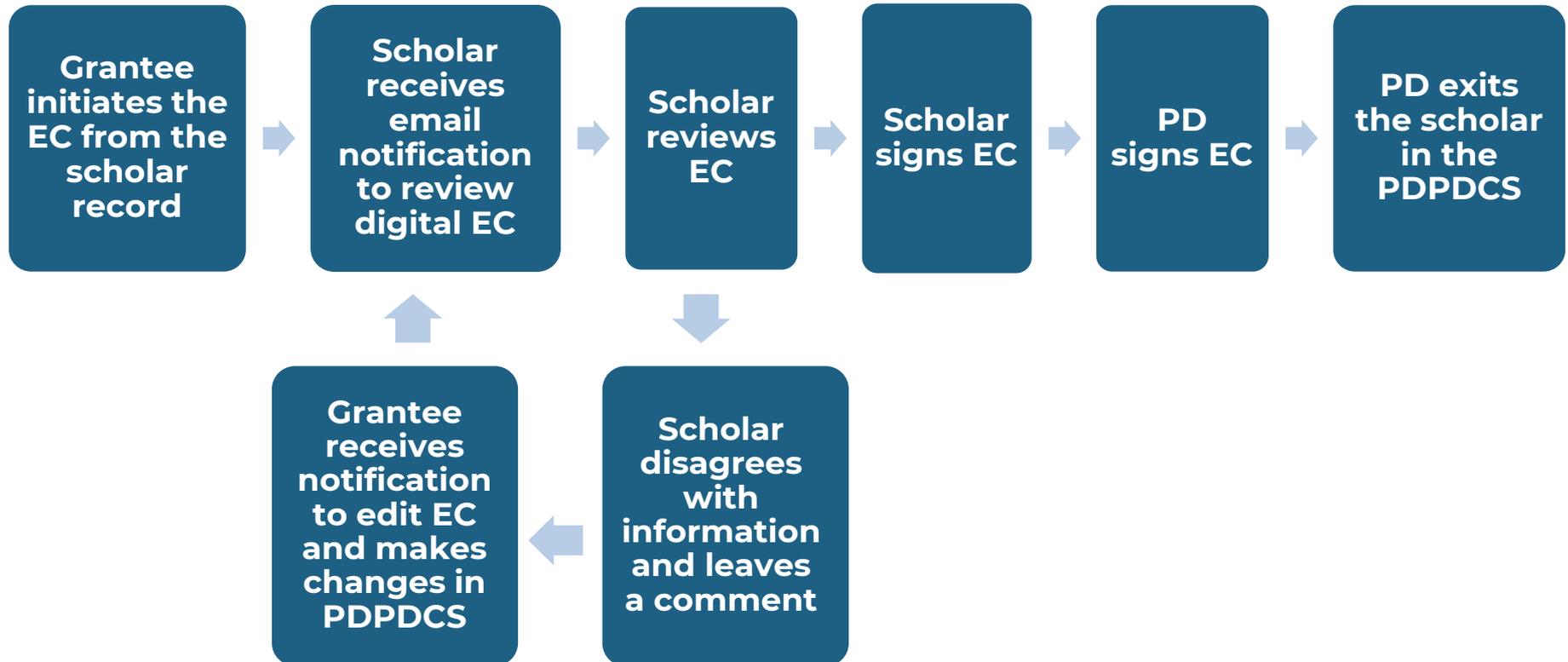
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Digital PSA Process Overview



Digital EC Process Overview



Timing for PSAs and ECs

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





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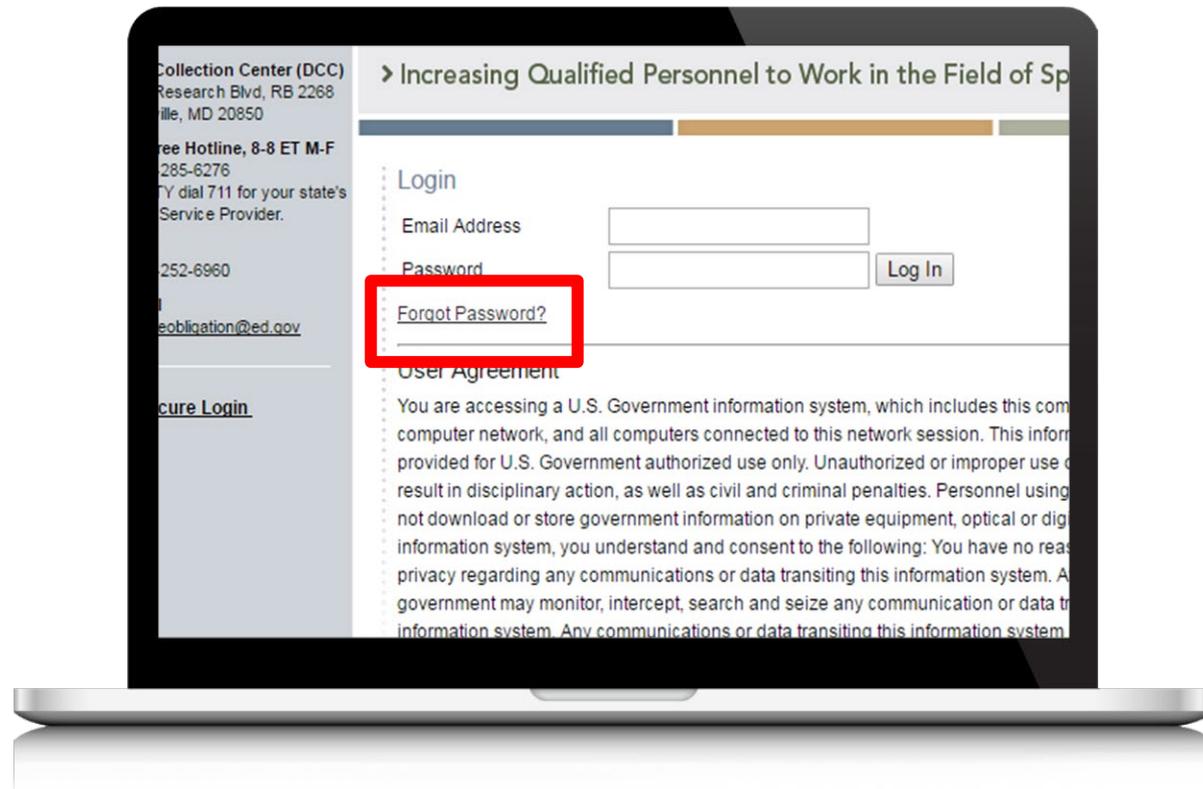
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PDPDCS DATA SUBMISSION REMINDERS AND FAQs



How do I reset my password?

Use the “Forgot Password” link on the login page.



Signing into the PDPDCS using Multifactor Authentication (MFA)

Each time you sign into the PDPDCS from any device you will need to complete these 3 steps:

1. Enter your username and password in the PDPDCS.
2. Open the Google Authenticator app on your smartphone and take note of the 6-digit security code generated by the app.*
3. Enter the 6-digit security code into the PDPDCS when prompted by the system (prompt will occur after you enter your username and password).

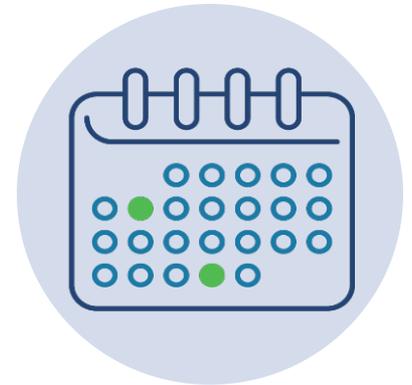
***Remember:** Each code is only valid for thirty seconds



How often should I be logging into the PDPDCS?

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.



Why aren't I (or my scholars) receiving emails from the PDPDCS?

To ensure you and your scholars receive all system notifications:



- Add serviceobligation@ed.gov to your contact list;
- Check email settings to be sure emails from this account are not marked as spam; and
- Enter a non-IHE email address for each scholar.

Why should I add a secondary user?

- **Project Directors (PDs) 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 **three people per grant** may access.
 - Project Directors may change the secondary user(s) at any time.
- **Note: You may NOT create a shared inbox for your secondary user – each user requires a unique login.**



How do I know if my scholars have logged into the PDPDCS?

SCHOLAR INFORMATION

Below is a chart summarizing the entry status, completion status, and service obligation status for all scholar records entered for each grant.

To begin the process to add a new scholar to a grant, select the link to "Add New Pre-Scholarship Agreement and Scholar Record (digital version)" or "Add New Scholar Record and Pre-Scholarship Agreement (PDF upload version)".

To monitor the status of all pending pre-scholarship agreements and to create new scholar records for each agreement that has been finalized, select the link to "View Pending and Approved Pre-Scholarship Agreements".

To view a list of all scholar records created in 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: T325T160001

[Add New Scholar Record and Pre-Scholarship Agreement \(digital version\)](#)

[Add New Scholar Record and Pre-Scholarship Agreement \(PDF upload version\)](#)

[View Pending and Approved Agreements](#)

[View All Scholar Records](#)

Proposed Number of Scholars	Record Entry Status			Program Completion Status			
	Total Records Entered	Total Records Submitted	Total Records Pending	Enrolled, no longer receiving OSEP funding	Enrolled	Exited Without Completion	Completed/ Graduated
	10	10	0	0	1	0	9

Service Obligation Status						
Awaiting Completion	Awaiting Login	Fulfillment Not in Progress	Fulfillment in Progress	In Repayment	In Deferral/Exception	Obligation Fulfilled
0	1	4	3	0	0	2



My scholar is still enrolled. Should I submit his/her record?

J. SCHOLAR EXIT INFORMATION (NOT NEEDED)

K. SERVICE OBLIGATION INFORMATION AND EXIT CERTIFICATION (NOT NEEDED)

L. INFORMATION VERIFICATION

- **Saving and Submitting Records:** To save a record for future editing or completion, click on the Save for Later button. This will create a pending record. When you have completed entry for a scholar, check the box below. Then, click on the Save and Submit button. When the record is "submitted" for a scholar who has exited or completed the program, it *CANNOT* be edited. To edit those submitted records, please contact the [PDPDCS Help Desk](#). Records submitted for currently enrolled scholars can be edited.

Yes, all information available for this scholar has been entered. I certify that all of the information I have provided is true and correct to the best of my knowledge. I understand that if I purposely give false or misleading information, I may be fined in an amount not less than \$5,000 and not greater than \$10,000, plus 3 times the amount of damages the Government sustains due to my false statement.. False Claims Act, 31 USC§ 3729.

Save and Submit

Save for Later



When should scholars log in?

- 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 every 6 months until they fulfill their service obligation to:
 - Review and update contact information;
 - Review training and service obligation information; and
 - Submit employment information.



Which program completion status should I select for my scholar?

- 1. Enrolled:** The scholar is currently enrolled in the funded training program.
- 2. Enrolled, No Longer Receiving OSEP Funding:** The scholar is currently enrolled in the funded training program but is no longer receiving OSEP funding.
- 3. Graduated/Completed:** The scholar has completed the funded training program.
- 4. Exited without Completion:** The scholar has exited the OSEP training program without completing the program.



Exit All Scholars BEFORE Your Grant Ends

- Any scholar who has not graduated/ completed or previously exited at the time a grant becomes 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.



Managing PDPDCS Grants and Timelines

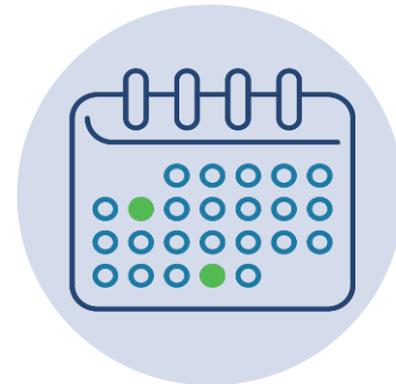


- Project Directors must manage grants to ensure that:
 - All scholars will **complete** the degree program **before the grant ends**;
 - Scholars are enrolled early (Year 1) with sufficient time, funding, and support to complete the program; and
 - The **number of scholars** proposed, enrolled, and completed **meets outlined expectations**.
- Contact your OSEP Project Officer to discuss changes in the number of or completion status of scholars.

Submit Data for ALL Scholars by April 1st

Federal Regulations:

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 the 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.

How does OSEP use the data that grantees report?

Grantee data are used to:

- Support program performance measures,
- Track scholar's service obligation requirements,
- Refer scholars to ARBMD for cash payback when scholars do not comply with service obligation regulations; and
- Inform OSEP for internal reports, grant monitoring, and program improvement activities.



What do I need to tell scholars?

Clearly explain the following to your scholars before they accept funding:



1. Exiting prior to one academic year of enrollment requires a cash payback (no option for fulfillment through service).
2. After one academic year, scholars may begin fulfilling their obligation through service.
3. Scholars should update employment information every 6 months – 1 year to display accurate count of service obligation.

What information do scholars need to provide?

- Information collected includes:
 - Employer contact information;
 - Type of organization;
 - Dates of employment;
 - Type of employment;
 - Full or part time position;
 - Training area(s);
 - Whether or not the position meets requirements for service obligation fulfillment
 - Certification or licensure



What else do I need to tell scholars?

- **Scholars are responsible** for ensuring their submitted employment is reviewed and verified by their employer.
- Scholars who do not have their employment verified by the time their service obligation must be fulfilled will be referred to ARBMD for cash payback.



PDPDCS Quiz!

Complete the short Zoom quiz to test your PDPDCS knowledge!





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AVOIDING SECURITY INCIDENTS



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 an unencrypted PSA or other PII in an email to the PDPDCS Help Desk



Impacts of Security Incidents on Department Staff

- PDPDCS staff must notify the Department's Education Security Operation Center (EDSOC), document the incident, and expunge the file or email from the servers
- Additional interviews, investigations, and mitigation strategies may be necessary
- PDPDCS Staff must review all other scholar records and documentation associated with the grantee



Impacts of Security Incidents on Grantees

- Grantees must resubmit scholar documentation, complete security incident report, 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
- 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

- Always encrypt files being sent by email, including to the PDPDCS Help Desk.
- Use the digital Pre-Scholarship Agreements and Exit Certifications to avoid uploading a document to the wrong scholar record.
- Implement a file naming convention to track files associated with each scholar's record:
PSA_J_DOE.pdf.





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RESOURCES AND SUPPORT



PDPDCS Resources

- PDPDCS resources

(<https://pdp.ed.gov/OSEP/Home/Training>) include:

- Annual Webinar Recordings
- Scholar Reference Guide
- Employer Tip Sheet
- MFA Training PPT/Video
- Screenshots of PDPDCS



- PDPDCS Frequently Asked Questions
(<https://pdp.ed.gov/OSEP/Home/dcsfaq>)



New PDPDCS Resources

Annual and Final Closeout Checklists

Instructions for Using this Checklist:

1. Beginning with Step 1, review each of the steps and supplementary information. If your project has not yet enrolled scholars, only complete Steps 1-3.
2. Check the box when you have completed each task.
3. If this is the final year of your grant, please complete these steps and **then** follow the PDPDCS Grant [Closeout Checklist](#) to ensure compliance in closing out your grant.
4. For more information please review the FAQs or contact the Help Desk if you have any questions or concerns at any point of the process. The Help Desk is staffed Monday–Friday 8am–8pm EST and is available via email at serviceobligation@ed.gov or by phone at 1-800-285-6276.
5. Retain a copy of the checklist with your grant records.

Number	Task	Checkbox	Important Information
Step 1	Set up an account in the PDPDCS if you have not already done so.	<input type="checkbox"/>	Project Directors with older PDP grants will see a new FY grant added to their list of grants, if applicable. Project Directors with a new PDP grant award will receive an email with a link to set up their account.
Step 2	Attend or watch the recorded grantee training webinar .	<input type="checkbox"/>	The two webinars—one for new grantees and one for returning grantee—are typically hosted in December or January, prior to the annual data collection period. The most recently recorded webinars are available on the Training and Resources page .
Step 3	Add or change the Secondary User if applicable.	<input type="checkbox"/>	Secondary users have a unique login and can enter scholar information into the system to assist the Project Director. Only one Secondary User is permitted access to make changes to the grant at a time. Project Directors can change the Secondary User at any time.



More Questions?

If you have any questions about this document or other PDPDCS processes, please contact the Help Desk at serviceobligation@ed.gov or 1-800-285-6276. The Help Desk is staffed Monday–Friday, 8 am–8 pm ET.

Digital PSA and EC Information

To create a digital PSA for a new scholar:

SCHOLAR INFORMATION

Below is a chart summarizing the entry status, completion status, and service obligation status for all scholar records entered for each grant.

To begin the process to add a new scholar to a grant, select the link to "Add New Pre-Scholarship Agreement and Scholar Record (digital version)" or "Add New Scholar Record and Pre-Scholarship Agreement (PDF upload version)".

To monitor the status of all pending pre-scholarship agreements and to create new scholar records for each agreement that has been finalized, select the link to "View Pending and Approved Pre-Scholarship Agreements".

To view a list of all scholar records created in the system for each grant and their record entry, program completion, and service payment status, as well as definitions for the options under each status type, click on the "View All Scholar Records" link.

Grant Award Number: S200K083456

[Add New Scholar Record and Pre-Scholarship Agreement \(digital version\)](#)
[Add New Scholar Record and Pre-Scholarship Agreement \(PDF upload version\)](#)
[View Pending and Approved Agreements](#)
[View All Scholar Records](#)

To create a digital EC for a completing or exiting scholar after selecting exited status:

I. SCHOLAR STATUS

You have indicated that the scholar is no longer enrolled in Section I, Item 1. To begin the exit process for your scholar, please select one of the options below. If you are not ready to begin the exit process for your scholar, please select an enrolled status in Item 1.

PDF version of Exit Certification (Default)

Prepare digital Exit Certification

Prepare Exit Certification

Please indicate the appropriate program status of the scholar below. You must complete all subquestions for the option selected.

1. * Scholar program status:
Select the most appropriate option below.

The scholar is still enrolled in the program and is currently receiving OSEP funding.

The scholar is still enrolled in the program but is no longer receiving OSEP funding.

The scholar exited/graduated/completed the program.

* Please enter the date of exit/graduation/completion.
 (mm/dd/yyyy)

Please note: The Exit Certification must be completed, signed and uploaded into PDPDCS within 30 days of exit from the program.

The scholar exited without graduating/completing the program.

Using the Pending and Approved Agreements Page

- Select "View Pending and Approved Agreements" after logging into the PDPDCS. Select "View PSA" or "View EC" to review any pending forms. The final, redacted form is available for download by clicking the "Download PSA" or "Download EC" link in the agreement column.



Service Obligation 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>)



Questions and Discussion

More questions?

PDPDCS Help Desk

Support available from 8 am to 8 pm EST

Monday through Friday

1-800-285-6276

For TTY dial 711 for your state's Relay Service
Provider

serviceobligation@ed.gov



Feedback Questionnaire

Please provide feedback on today's training to improve our support of grantees and scholars:

<https://www.surveymonkey.com/r/7DN8ZJV>

THANK YOU

