PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (PDPDCS)

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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

- Grantee reporting requirements and performance measures

- PDPDCS demonstration

- Grantee reporting responsibilities for high quality data

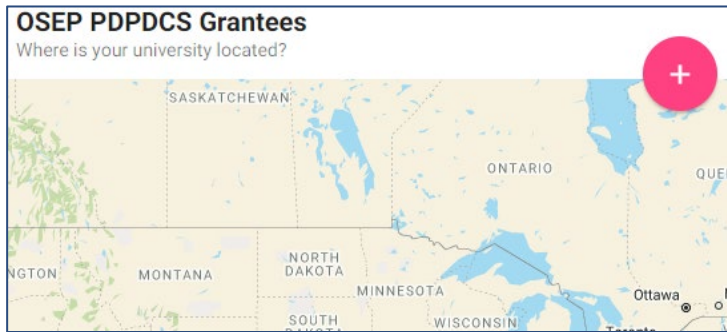- Avoiding security incidents
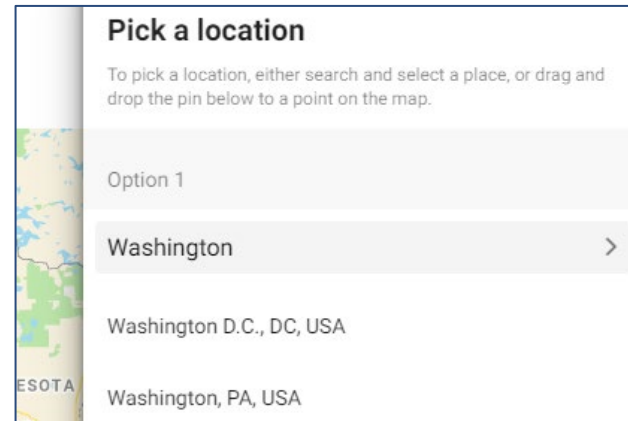
- Resources and supports

Welcome All!

Where is your university located?
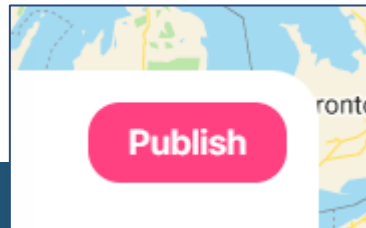
1. Add your location to the map:
https://padlet.com/mbloom42/ukk7saeaisfc6cqm2

3.

4.

GRANTEE REPORTING REQUIREMENTS

325K FY 2021 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 extensive and coordinated field or clinical experiences** as part of two or more master's degree, educational specialist degree, or clinical doctoral degree programs for scholars.

325K FY 2021 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 2021 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 2021 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 2021 Priority Language: Support for Service Obligation

- Grantees are to "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."

325D FY 2021 Priority Language

- *Absolute Priority 1:* Preparation of Special Education, Early Intervention, and Related Services Faculty.

- *Absolute Priority 2:* Preparation of Special Education and Early Intervention Administrators.

325D FY 2021 Priority Language: Recruitment

- Applicants must plan to **recruit and enroll the proposed number of scholars in the application within the first 12 months** of the project period or demonstrate that scholars enrolled after the first 12 months can complete the program by the end of the proposed project period.

- A **revised project budget** must be submitted to OSEP should the project not be able to recruit and enroll the proposed number of scholars that can graduate from the program by the end of the project period.

325D FY 2021 Priority Language: Project Evaluation

- The applicant will **evaluate how well the goals or objectives of the proposed leadership project have been met**. The applicant must describe the outcomes to be measured for both the project and the scholars, particularly the acquisition of scholars' competencies; and the evaluation methodologies to be employed, including proposed instruments, data collection methods, and possible analyses;

- **Collect, analyze, and use data** on current scholars and scholars who graduate from the program **to improve the proposed program on an ongoing basis**

Other Important Items to Note

- Obtain **prior approval from the OSEP project officer will be 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)

- OSEP will send instructions for preparing and submitting APRs to grantees prior to February 1 annually
- APR Resources (https://osepideasthatwork.org/resources-grantees/program-areas/personnel-development-improve-services-and-results-children?tab=pa-measurement)
- Deadline for submitting is COB on the first Friday in May
- Submitted in G5 (http://www.g5.gov)

Final Performance Report

- OSEP instructions will clarify which portions require updates, summaries of the full award period, and/or new information
- Due no later than 90 days after end of project award period
- Submitted in G5
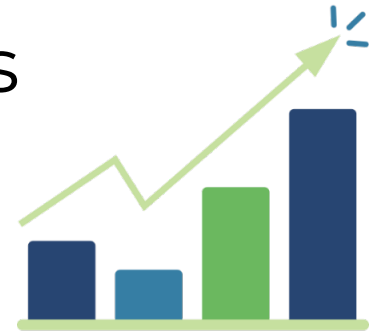
PDP Performance Measures Purpose

- 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 Government Performance and Results Act (GPRA) 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).
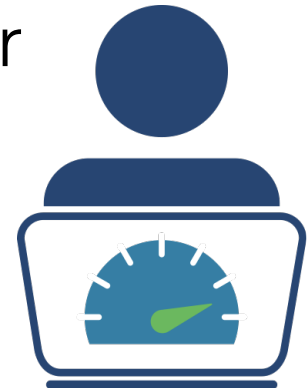
PDP GPRA Performance Measure 1

- The percentage of preparation programs that incorporate 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 2021 grant applications are reviewed and reported during the 2022 reporting period.

  - ➢ Grantees submit new / revised syllabi to OSEP project officer

PDP GPRA Performance 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"
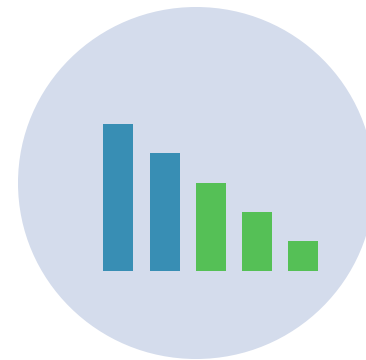
PDP GPRA Performance Measure 2 Continued

Examples of Measures of Knowledge and Skills

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

PDP GPRA Performance Measure 3

- 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 GPRA Performance Measure 4

- 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 GPRA Performance Measure 5

- 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 in G5** scholars funded under 84.325 grants who exited the training program through completion.

PDP GPRA Performance Measure 6

- 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 is labeled as high-need.

PDP GPRA Performance Measure 7

- 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.

PDP GPRA 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.

- **Source of data:**
  - ➤ **Grantees report** scholar's exit/completion status.
  - ➤ **Scholars and employers report** scholar's employment area after exit.
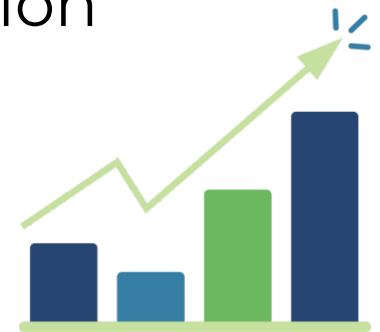
New PDP PROJECT Measures

- The number and percentage of scholars proposed by the grantee in their application that were enrolled and making satisfactory academic progress in the current academic year.

- The number and percentage of enrolled scholars who are on track to complete the training program by the end of the project's original grant period.
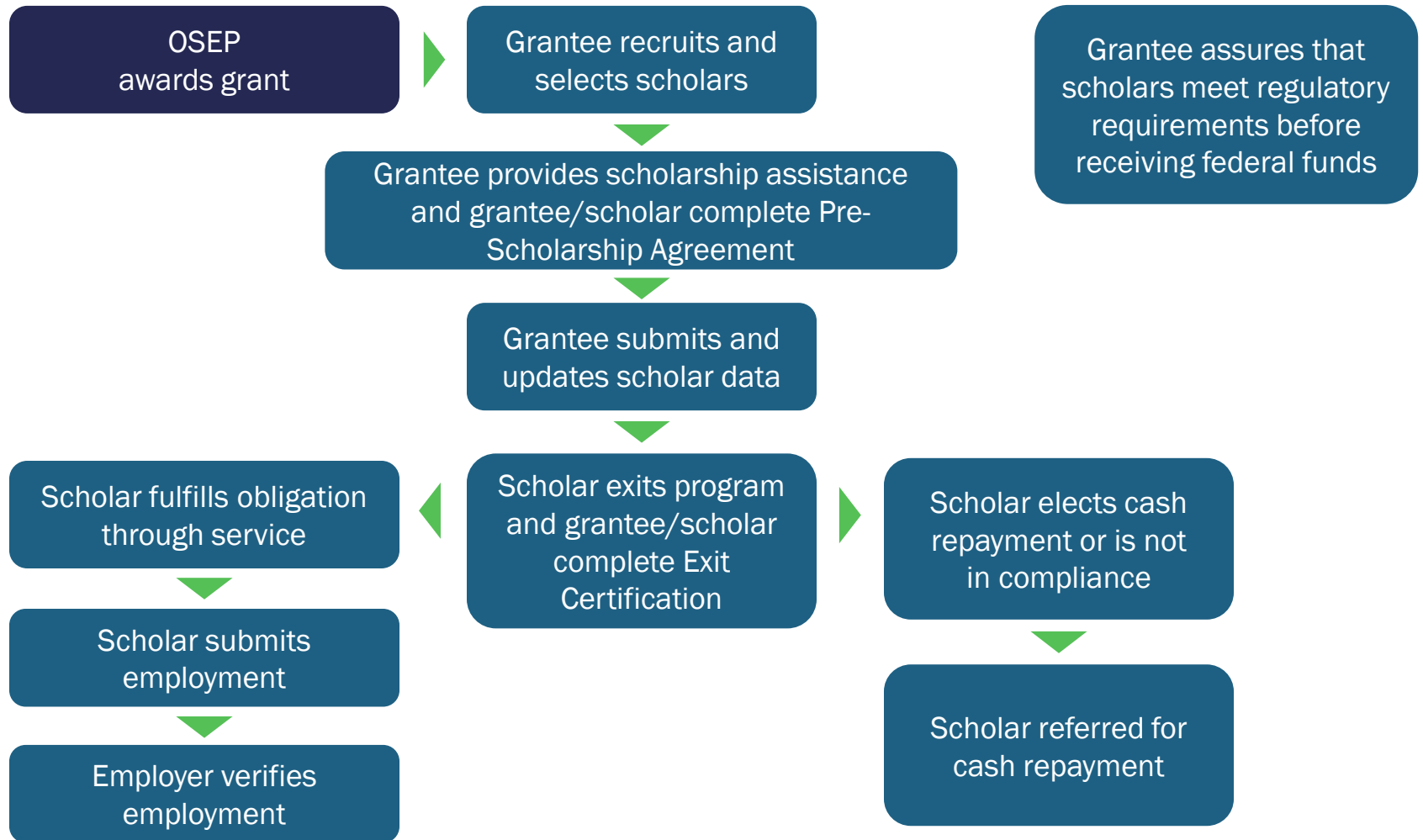
USING THE PDPDCS

PDPDCS Data Submission Process

OSEP awards grant

▶

Grantee recruits and selects scholars

Grantee assures that scholars meet regulatory requirements before receiving federal funds

▼

Grantee provides scholarship assistance 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

PDPDCS: Live Demonstration

PDPDCS demonstration will show:

- Logging into the system
- Updating grant and contact information
- Adding a secondary user
- Using the digital Pre-Scholarship Agreement (PSA) or uploading a physical PSA and entering scholar data
- Updating scholar data
- Tracking scholar's service obligation fulfillment
- Using the digital or physical Exit Agreement (EC) to exit a scholar

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 **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(s) – each user requires a unique login.**

Enrolling in MFA for the PDPDCS

1. **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."

2. **Pair the app and PDPDCS**

   - Open the Google Authenticator app

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

   - Scan the QR Code from the PDPDCS website enroll page with your smartphone by holding the camera up to the website
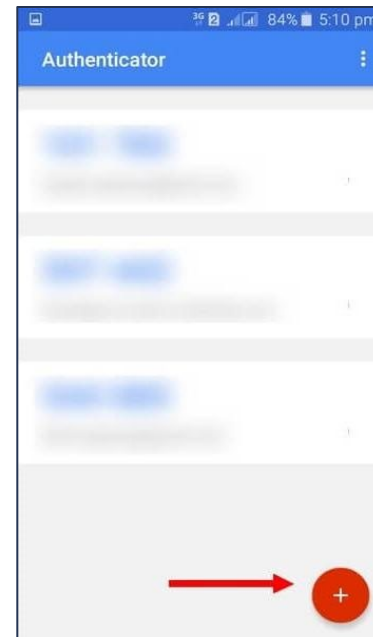
Enrolling in MFA for the PDPDCS continued

3. 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
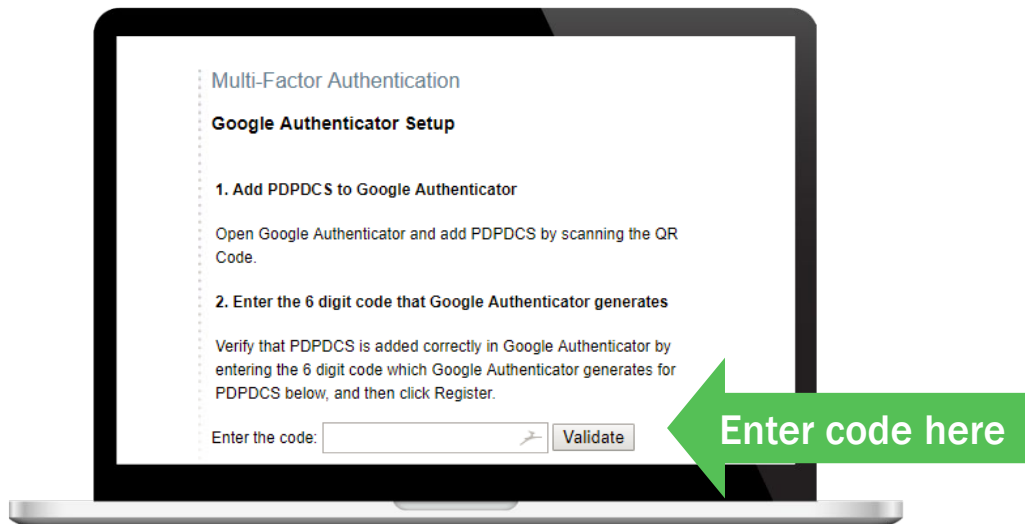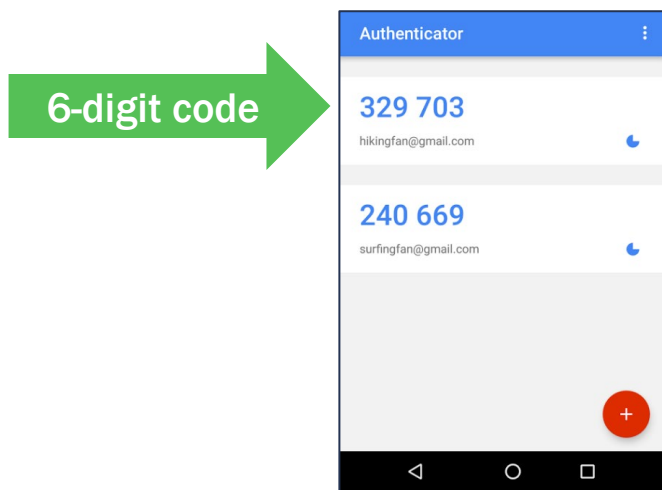
Signing into the PDPDCS in the Future

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

Pre-Scholarship Agreement (PSA) and Exit Certification (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.

Digital PSA Process Overview

Grantee 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

Scholar reviews PSA → Scholar disagrees with information and leaves a comment → Grantee receives notification to edit PSA and makes changes in PDPDCS → Scholar receives email notification to review digital PSA

Digital EC Overview

Grantee initiates the EC from the scholar record → Scholar receives email notification to review digital EC → Scholar reviews EC → Scholar signs EC → PD signs EC → PD exits the scholar in the PDPDCS

Scholar reviews EC → Scholar disagrees with information and leaves a comment → Grantee receives notification to edit EC and makes changes in PDPDCS → Scholar receives email notification to review digital EC

Grantee Submission Requirements

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.
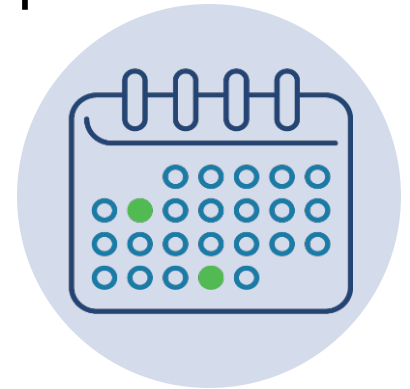
Grantee Submission Requirements Continued

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

- Help Desk staff will contact you and your Project Officer if your grant has scholars in a pending status at the end of each annual data collection period.

Scholar Submission Requirements

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

- Confirm contact information;
- Review training information;
- View service obligation status; and
- Enter eligible employment information to fulfill their service obligation.

Service Obligation Requirements Part 1

- Requirements for employment to be deemed eligible:
  - Paid position, not funded by an OSEP grant program
  - Cannot be part of an internship, practicum, or other work-related requirement of the scholar's completion of the preparation program

Service Obligation Requirements Part 2

a. Direct Service:
   a. At least 51% of the infants, toddlers, and children to whom the individual provides services are receiving special education, related services, or early intervention services from the individual; **or**
   b. The individual spends at least 51% of their time providing special education, related services, or early intervention services to infants, toddlers, and children with disabilities.

b. Indirect Service:
   a. If the position involves supervision including in the capacity of a principal, teaching at the postsecondary level, research, policy, technical assistance, program development, or administration, the individual spends at least 51% of their time performing work related to the scholarship training.

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

Employer Submission Requirements

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. 1, 2022**
  - Grantees must submit scholar records in the PDPDCS for any scholars who have been enrolled before **4/1/2022.**
- PDPDCS is open year-round for data entry
- Plan for 2022 Data Collection Period

AVOIDING SECURITY INCIDENTS

Security Incidents

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 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.

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 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: 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 can **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.

Exit All Scholars BEFORE Your Grant Ends

o 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."

> o **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:

  o Poor academic performance, or

  o Grant ending prior to preparation program completion

PDPDCS Reporting: Scholar Requirements

- Recommend that your scholars review the resources available on the Training Page: 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 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	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
	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

PDPDCS Quiz!

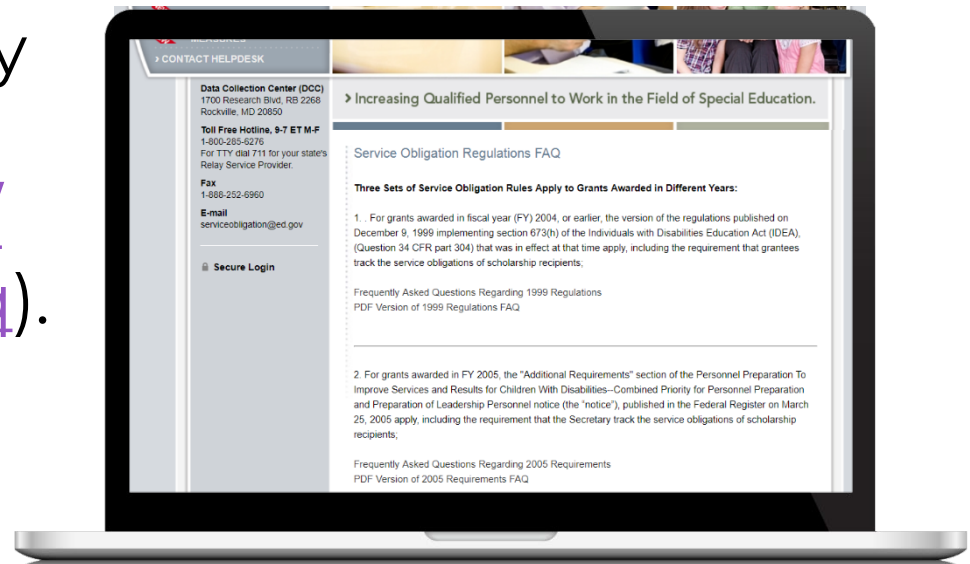Complete the short Zoom quiz to test your PDPDCS knowledge!

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

- Type your questions directly into the chat box or raise your hand. Thank you!

- Please take a brief feedback questionnaire about this webinar at: https://www.surveymonkey.com/r/77BB2LK

More questions?

PDPDCS Help Desk

Support available from 8 am to 8 pm EST

Monday through Friday

1-800-285-6276

serviceobligation@ed.gov