[Please standby for realtime captions] >> [Captioner is standing by waiting for audio number or event web access address, please contact Caption Colorado at 800-590-4197] >> It will just be another minute. >> Okay, I just want to make sure the captioner can hear me? >> Excellent. At this point I would like to turn the presentation over to Dr. Bonnie Jones and we will get started.

Thank you Karen, I am waiting for the webinar PowerPoint.

Hello from the Office of Special Education Programs (OSEP) at the US Department of Education in Washington DC. Welcome to the webinar about the Personnel Development Program Data Collection System (DCS), I am Bonnie Jones and a program lead for the Personnel Development Program at OSEP.

I am pleased to introduce Karen Schroll who is the deputy director of the DCS contract and Amy Bitterman who is a senior research analyst, and they will be presenting with me today. Both Karen and Amy are with Westat.

As background on the new DCS, the Department awarded a contract in September of 2012 to merge two legacy systems, the old service obligation system (SOTS) and the old scholar data system (SDR).

The newly designed the system, we think, will provide many improved features and efficiencies to actively track scholars from the point of enrollment through completion of service obligation requirements.

The system will also be used for program performance measure reporting and grant monitoring.

We are pleased to announce that the DCS will be launched on July 1, 2014. Please feel free to submit questions in the chat box throughout the webinar, and questions will be addressed throughout the presentation or at the end of the demo.

If your question is unique, the contractors will get back to you after the webinar with a response.

Today's presentation is being closed captioned, and it will be available on the website after July 1. This is one of three webinars we are doing to orient people to the new system. >> The purpose of this webinar is to introduce you to the new data collection system and the procedure for what you will need to do to submit data. We will have a live demo of the system, and we will discuss strategies for submitting this data. The agenda will review requirements, and we will then demonstrate the DCS. A description of the support that is available to you will be outlined. .

Finally we will end up with a question and discussion section. The next couple of slides provide an overview of the features that you should already be aware of from the service obligation requirements. Scholars receive funded training and are required to complete service or repay all or part of the cost. They must report employment information to OSEP. If they do not fulfill the terms, they must repay the funds-- scholarship, interest, and collection fees. Service obligation fulfillment is by children served or time served. Over 51% of children in classroom receive specialized services or at least 51% of time must be spent performing work related to the training.

Finally scholars must maintain two years of employment for every academic year of assistance received.

I will turn it over to Karen for the next set of slides. Hopefully all of you can see at the top of your screen the drop-down that lets you open the chat function and then you can have it displayed there. To start off we want to better acquaint you with what the new system will allow you to do and what you are responsible for.

Many of you are familiar with the existing systems and for many years Westat was responsible for the tracking system to update scholar records. I have taken questions from many of you wanting to know why you had to enter it into two systems. I am happy to report that you no longer have to report into two systems. We have one data collection system and we will be merging together the data from the old system and will go into more detail about how that will function. It brings over information from both the service obligation tracking system and the scholar data report. This first summer will be very busy for all of you in terms of helping with the merge and entering a lot of data. After that it will be an ongoing system. We have asked everyone as best as you are able to enter your data and we hope that you can accomplish this before the school year starts and in the hopes that you will be able to get in this information.

We are asking about your scholars that were funded by your program. These include people that have already graduated and people that have completed the program or exited prior to completion or people that are actively enrolled.

Finally we will talk strategies for data entry and some were notified in the notification letter from last week but we will make the goal as easy as possible for you. There is a question in the chatterbox about data being imported into the new system. We are focused on importing the data for all of the grants that are currently active.

Right now we are dealing with current and active grants and one of the things you will find is that you will have access to older grants and if you want to update the data, you can, however on the grants that are currently active we e-mailed you these last week.

If you are unsure please contact the help desk.

There is a question about scholars and even those that are already entered and you'll have to touch every scholar and we need you to look at each record and you will see in the demo exactly what you need to do and for those of you that enter into the data report we need to have the three digit identification number that you used to bring over the data.

Grantees are responsible for maintaining the crosswalk. Period there is a question about grants and what they mean about active grants. If you received an e-mail related to your grant we consider you active and that does include grants that ended in 2013. We were delayed due to the launch of the new system and we will ask you to enter some new data on that. >> Your ongoing reporting requirements after your big push this summer and we are looking to have grantees update within 30 days within a change in status. If you newly enroll a scholar please login and enter them. Login to report changes in status and if the scholars are enrolled you need to additionally put in the annual funding amounts.

There will be a point in time where we will contact you and say you have not updated and your fiscal year ended on this date. Again , to facilitate all of this work the system will be available to you 24 hours a day. We will occasionally take the system down for maintenance and you will be notified of those times. >> There is a place for you to upload signed pre-scholarship agreements and training information about the scholars. If the scholars feel there are discrepancies we have them reach out to you so that you can resolve them. They enter employment information into the system and they are responsible for verifying the information. >> This is a flowchart that walks you through the technical situation for OSEP and all of the grantees. You award funds directly to scholars and at that time you should be signing up pre-scholarship agreement with each scholar and then you go into the DCS to upload information.

When they exit either through program completion or exiting prior to completion it breaks off into two paths. Scholars can elect to do a cash repayment or scholars who are not in compliance in terms of maintaining contact will be referred over to cash repayment. Scholars who could fill through service will submit employment records and once they submit those an e-mail is sent out to their employer and asking them to click on the link and verify. >> If the scholar exits prior to completing one year then they are immediately referred to cash repayment and that is the second task. >> Let me pause and take a few questions. >> One of my grants began in 2009 and it did not require a specific form.

If at all possible you can have scholars sign new agreements and they can upload agreements that predates the forms provided.

Someone is saying they already have forms on file and they want to make sure they are in compliance but Karen addressed that already because the new OMB approved forms were not instituted until about a year ago and if your forms from prior to that it will hold up. The second part of the question is we do not have exit certifications for scholars that have graduated. And that may prove difficult. We would like you to obtain the signed exit certifications from those of scholars -- from those that are obligated and then contact the desk if you run into problems. I know some of you have contacted the helpdesk because you do not have scholarship agreements or exit certifications.

We would like you to obtain them and OSEP will not be able to collect the debt if the scholar does not repay for service and grantees could be liable for those funds if scholars do not have fill through service. If you are unable to obtain signed certificates they can walk you through the process. >> Someone is saying they do not anticipate finding forms but if you do not have them what should you do and if you cannot locate them -- them you should try and find the original. >> Were doing do in the case of scholars and grants that are close to finishing but it was not recommend at that the time? You would upload the agreement that they signed and then once they have completed them then you would do that until they are done and I will show you when we do the demo where you can find that. >> Our university does not allow us to save documents, that includes Social Security documents and this is important for those of us that have grants and cost extensions with 100 people to input.

We do need them electronically because we will upload them to the online system. We encourage you to reach out

and right now I think all of you have similar concerns and some things are specific to your grant and if you could table these questions at this time it would be great. >> I will go on to the next slide and then we will go back to the chat.

I want to give time for the live demonstrations so that you can see the system. We will turn back to questions if there is time available. >> You will see most of this is added onto part of the information that you entered into the tracking system. You are responsible for updating the scholars contact information and that includes the data and Social Security number and e-mail address.

One of the things we run into is that people enter e-mail addresses that are related to the universities and some of them have access upon graduation but many do not and that results in us being unable to contact them via e-mail. >> We want an account that they have access to and will use after graduation. It is our responsibility to communicate with them. And we will have alternate information for a contact and this is someone that will help us locate the scholar if they failed to update their information in our tracking system. We are looking for someone, either a parent or a friend who always knows where they are. This is not a required field, but it is very helpful to us. >> This slide outlines major components of what you will see in the system. The page is set up into sections. You will be uploading the signed pre-scholarship agreements and you will enter information prior to grant supported training. You will be entering information about employment and you should recognize those two sections as being from the scholar data report.

You also enter the date the scholar entered training and whether the program is full or part-time. Then enter information about employment during training and this will include information in terms of the area that they are serving and the types of position. Those two sections are from the scholar data report. >> This determines whether or not the scholar is still enrolled or enrolled without funding and whether the graduated or completed a program. You will enter in the service payback information which includes the number of months and it includes how much money they received. Finally, for scholars that complete the program you will enter the date of exit, the subject area emphasized and for those that have graduated or completed , you will enter the area of the degree and the type of certificate they obtained.

I want to go over the benefits. We believe this will simplify reporting and tracking needs. Prior to this you are entering some of the same information and you will no longer need to do that. The new system will allow better monitoring of grant performance and of the scholars. The SDR was only available for 60 days and after the year it is available year-round and is there 24 hours a day -- seven days a week. It will allow you real access to training information. Finally the helpdesk is staffed Monday through Friday 8 AM to 8 PM Washington DC time for any required systems assistance. >> They will continue to use this data to monitor grantee performance and it will make sure that they are completing all of the two babies in the priority and in the application. It will ensure that they meet their obligations and it'll provide data that is needed for program performance reporting. >> In addition to offering live trainings in the demonstrations, a reporting of this will be available and if you want to spend more time, I know I am going quickly, but this presentation will be available on the website after July 1 so that you can return to it. We are also preparing user guides and video demonstrations similar to what we did on the data report where it shows you exactly where you need to click and where you need to go. We have updated the frequently asked questions and that document will be available when we launch next week.

You will have access to the e-mail address there. I would like to turn the presentation over to Amy Bitterman who will demonstrate the following activities and go over how to login as a first-time user and create your account and update your grant and contact information and add a secondary user and how you will add data for a scholar. >> [Silence] okay, sorry about that. This is the homepage and you will notice that it looks very similar to the service obligation tracking system and we did model it quite a bit and hopefully you will be able to get around easily since you are familiar with how it works.

There are some pages that are available to the public and you will see other links along the top and we have contact information over here and I will not spend time going over that, but once you get into the system you can play around and look at all of these different tabs and pages and I just want to briefly explain that next week when you get into the system you will get an e-mail and it will explain what you need. We have two links right now that will take you to this page and this is where you would put in your e-mail and this is how you and the scholars will log into the system. You will enter your e-mail and there will be a link and it will be followed with encrypted links. You will enter your password, and that is how you will get in the first time. For now I'm going to go ahead and login as a project director.

This page is pretty familiar and I will start with this section. Right now I am logged in as Jane Doe and this is a SuperUser that is able to add someone who is a secondary user. A secondary user can login and do everything that the project director or SuperUser can do. The only thing they cannot do is add a secondary user. They can add new scholars and color records and some of the things about grant information. If you want to edit this you can click on your name and make changes if you need to. You can click on personnel and this is the case throughout the system and if you're missing any information then you will get messages saying these fields are required for you to submit them.

Everyone has a unique e-mail and you would get a message saying that this e-mail was already being used.

If you want to change your secondary user. Go back out to the main menu and click on the award number that is where you get some contact information and that is where you would change your secondary user. After you had added the secondary user, they will receive an email with a link and the encrypted key. >> You can see that there are password rules that you must follow when setting your password. >> I will login using the password that I just created. >> The first time you login you will see the rules of behavior and as a secondary user you can see that you cannot add personnel and the project director is not here. Going down the screen we have various statuses that give you a big picture of things that are entered. This is good information for you to have and this will allow you to keep track of where they are as well. This gives you definitions for the statuses and it will list all of the scholars that you have entered as well as the statuses for each of them. You can click on their name and you can edit it until you submit and then you can no longer edit their information. Until then you can.

The first thing you will do is enter a Social Security number and then you can check to see if the scholar already has a record in the system. I will go through these sections and I will not go through every item. You will have a chance to go through the system and we will be happy to help you. Remember all of the red asterisks indicate that the items are required. In section A, you will enter the three digit scholar data report and hopefully everybody has kept this. Only scholars that were entered into the scholar data report will have that. Then we can leave this field blank and you can enter this information. What will happen is all of the fields will be populated with the data in the scholar data report and also all of your scholars will already be in the system. The first three sections identifying contacts and alternate contacts will already be pre-populated with this data and so you just want to review it and make any changes that are needed. The contact information for the scholar is critical because we need to be able to track down the scholars and allow them to get into the system and update and this will help us locate them if we are having trouble finding them.

We are requiring that you upload a scholarship agreement and that will take you where you can search for where ever you have saved the document. It must be a PDF or award document and you will have a scholar report. This information will come from the FCR if the scholar was in the FCR. There is data from the FCR and if there are any date fields a calendar will pop up and you will be able to fix it from the calendar.

There is a funds -- a bunch of questions about that and you will see every fiscal year the response and you will have to go in for fiscal year that you are reporting on.

There is a couple of things here where you may or may not get some follow-up questions and we are asking if the employment position was the same or different than what they hope prior would be a different position. >> This is one example but you will see it in other areas.

Section I is scholarship management and it will be populated on program completion and if they are enrolled or they exited or graduated from the program , the duration and whether or not it is one or more than one academic year. There are years of funding and it will calculate the number of months of service obligations that they owe. This section is only applies if they completed a program and you can put in the degree that they received and other information about their exit. They hope to demonstrate knowledge and skills and if they have taken these measures then you would do drop down select to see what the actual assessment was that they tap -- took.

Finally, section K you will upload the agreement and it is required for scholars who have graduated or exited prior to completion.

Finally at the bottom we have false claims where you are certifying that the information you provided is true and correct. If you completed the form you would save and submit and also you could save it for later. >> Another thing I will say is that the system will kick you out in 30 min. if you have not saved a form so even if you are not working you should save it for later in go back into it's a you do not lose -- go back into it so you do not lose data that you have entered.

Make sure all of the required fields are submitted him if you try to submit in a required field -- submit it in a required field is blank then it will send you an error message. I know that was really quick. And we also have the top 10 list to go through, but we wanted to get that out to you.

Will quickly go to the top 10 and then we will take questions. >>

Okay. I just want to talk about a few things. Secondary users are a useful tool and I know some of you have a lot of scholars that you want to get into the system and having someone that can help you out is really great. You and the secondary user will receive any notification e-mails that we send out. Please put the secondary user into the system and do not share your password information with them. Put the user in the system like I showed you. Each grant can only have one secondary user and only two people in total can access the grant. We have strict password rules because we have highly confidential data in the system in every 90 days you will have to reset your password and you will need to reset it every day. They need to be at least eight characters have one letter, one number, and one special character. If you put your password in three times incorrectly you will be locked out and if you have any problems from that time please contact us and do not share your password. Instead set up a secondary user. We will want you to make sure that you are getting our e-mails and add us to the e-mail contact list and make sure that you set it up so that we are able to get e-mails through to you.

It is important that we get e-mails

and they may not check their e-mail several years out , please find out after the graduate. We are hoping that you will get the scholars into the system and will help us to go in there and enter employment information. I showed you that you will be able to tell and contact those scholars and encourage them to enter their information. >> This relates to some of the questions that we were getting in for this initial time you will be responsible for entering information into scholars and we are asking that you try and complete data entry by August 1, 2014. Contact the help desk if you will have problems meeting the deadline. If you have a scholar data report crosswalk it will greatly reduce your data entry if you can locate that list. It is still okay if you cannot find it, but many of the sections where we thought we were coming over from the SDR and you will have to reenter the information.

I want to reiterate this as important because it is slightly different. You are responsible for updating whenever you enroll the scholar or there is a change. And at the end of your fiscal year. We are looking for you to be in a couple of times a year at a minimum and we will produce reports to monitor activity on a monthly basis. >> On July 1 we will send you an e-mail that will notify you of the it is time to set up the account and you can click on that for a password

and will be able to set your password. >> Finally, we have reiterated that these need to be signed by every scholar that receives funding from your grandson you will not be able to submit the scholar records without them. If you do not have them please contact us as soon as possible. Grantees may be required to repay funds. We are here to help with issues you may have. The help desk is staffed and someone is on the entire shift. We can also designate a time with individual people if they want help in terms of going through the DCS. >> I think at this point we will turn it and answer as many questions as we can.

Will run over a little bit and start answering questions.

If someone is out of compliance and they do not fulfill their service obligations and they do not fulfill within that period of time then they will be set -- sent to debt and management at the Department of Education.

They would not be sent if they were reporting on a regular basis. We will be doing follow-up , but not until they are considered out of compliance. The next question is what of the student completes the program in less than one year and there is a place for you to indicate whether the program was less than one year and then that will not apply. The next question is if the student -- the next question is if a student leaves for medical and you do not know if they are returning, there is a way to enter this prior to completion and depending on the nature there is an option for the person to apply for an exception afterwards.

There is a link on the left-hand side and if you click on it takes you to a page where you can download a template for both of those documents and feel free to contact us and we can help you with that. You need to enter information 30 days after the scholars graduates and you may not have information if employment has not been found yet and this is where you are super lucky.

The scholar data report that we had you enter after completion, the scholars are now responsible for providing the information and you do not need to report it. You do need to report while they are in the program. As far as employment after graduation or leaving the program, it is no longer your responsibility.

Regarding payments of funds to you let OSEP know? >> [Indiscernable-low volume]

Do scholars enter their own demographic information ?

Those are things that need to be entered as a grantee and we need you to do this because if you've not provided it then we cannot follow up with them and this is what we need to send the e-mail. They will have the ability to update this or other contact information.

What does it mean to complete the program ? >> It is receiving some degree or certificate indicating that they have gone through and done all of the requirements in order to finish.

You would define what it means to complete your program and in general programs are leaning towards a degree or endorsement. >> If my student completes a portion of the grant and needs one or two semesters to graduate to completion , graduation is later.

You have the ability while your grant is active to have a scholar without funding and then go back and indicate when they complete this.

We have more questions about exit agreement but if you have any of those types of questions please contact the help desk as everyone will have their own specific issues. >> One of the questions is about several scholars that are already working through [Indiscernable-unrecognizable terminology/word], will they already be shown in the system?

The answer is yes.

One person asked if you need to confirm that everyone has graduated has been contacted to date and it seems that this would be good to have versus just contacting everyone. You will be able to see what the scholar status is on the main page and it will have a summary of where each scholar is and we are concerned about ones that may not have logged into the system look to those categories.

If you already put the data in will it carry over?

That is correct for some of the data and all of that contact information and information on the service obligation agreement. Most of the data is coming from the scholar data report and the data that I just - mentioned you will not need to reenter you will just need to verify up to date to make changes.

The old system did not let you enter e-mail addresses and one of the reasons when you enter in that social security number and you add a new scholar, that is what it is doing. It is checking to see if the scholar is already there in the system and the scholar will be able to see information for multiple grants.

The data coming from the service obligation tracking system will already be in the system when you login. You will see a list of all of your scholars and you will be able to click on the link and go in to see the sections are ready pre-populated and there is no action that you will need to take.

We do not have a crosswalk here and while I can provide you a list , there is no name assigned to that data and so we cannot move data over for you.

The funds include things such as travel and tuition?

Yes, they do.

Someone is noting that this is very short notice and if they need an extension how did they get one?

Please contact the help desk for assistance. >>

By July 15 which is 30 days after we may not have all of our expenses related to the scholar.

That is okay, if you do not have everything you can go back and later and put in the rest of the information.

There is a question about one University having scholars sign agreements each year in which agreement do you want to be uploaded. I want to take this back and follow-up, please contact the help desk and we can get an answer for you. We have a question about what constitutes employment like a student teaching, or what is other part-time work like babysitting or massage. >> In an earlier slide we define eligible employment. >> And you must get 51% of the time but with special education services. In the system we have built-in if nothing is met the scholar cannot submit the record for verification. >> There is a question about whether you as grantees will be able to see new information that scholars have entered and whether or not it will help them to contact them. When we bring over the tracking system we are getting the data that we have in the scholars have logged into the system and righted new contact information it would be there. >> Because it is not available until now newly funded attendees will be okay. >> If you were awarded a newly funded 2014 grant we will invite the 2013 grants to enter data this fall.

If we enter the data by August will we have to reenter in December ?

It depends on if there is anything you need to update. But if you are current to that point there will be minimal work in December. >> We will do this all year round that it is not that you will have to be doing it at every point in time.

How do we define full or part-time?

We allow you to define since full-time caseload varies from university to university.

Are exceptions made if someone is seeking employment but has not secured a position? There is a grace period of three years for 2005 and five years for 2006 grants. So there is a lot of time before they would be found out of compliance and that takes into account.

If you have a three digit number do you need a Social Security number?

If you are on top of things all of your salary data will be there and there will be minimal data entry for you.

If someone had something in 2011 when will they be contacted? >> There is a question about if the university has a scholar or memorandum of understanding will it be used as an exit certificate and you can send a copy. >>

[Indiscernable-low volume]

You do not need to report this on the system. We are slightly different and we are only interested in scholars that are receiving funding. Will scholars be able to login or will I still have to collect the responses myself?

You will need to get them yourself and enter it in. It is still the same process as what you were doing.

Until they complete the program you are a primary source of information. >> There is a question, I am having trouble picking up exit certificate is prior to graduation date and we can talk with you after. >> Sorry, we have a lot of questions.

Are they required to report contact information each year and will the system send reminders?

We will track if they login and they will be required to do so.

Should we enter point.8 or.9? If that is what they have completed of one academic year you can put that in and it will translate it into a number of months.

Bonnie, should we continue? >> At this point you have questions in the chat and if they have identified themselves we can get back with them individually. I know a lot of people have the next thing they need to get to on their calendar and I need to sign off now. I do not know how long you have. I think I like your idea about taking the chat questions and sending them out to people as an abbreviated FAQ and we will take a look at the questions on the help desk. >> We really want to be able to respond to everyone and this helps us know for the number of people on today how much time to a lot tomorrow as well.

I think you can go ahead and conclude and you're all set.

I want to think everyone for joining us today and being patient and I cannot say enough - If the help desk person cannot help you they will point you to someone who can and if you need to speak with me directly you can request that to the help desk. Thank you for joining us today and have a wonderful rest of the day. Thank you.

[Event Concluded]