PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (PDPDCS)
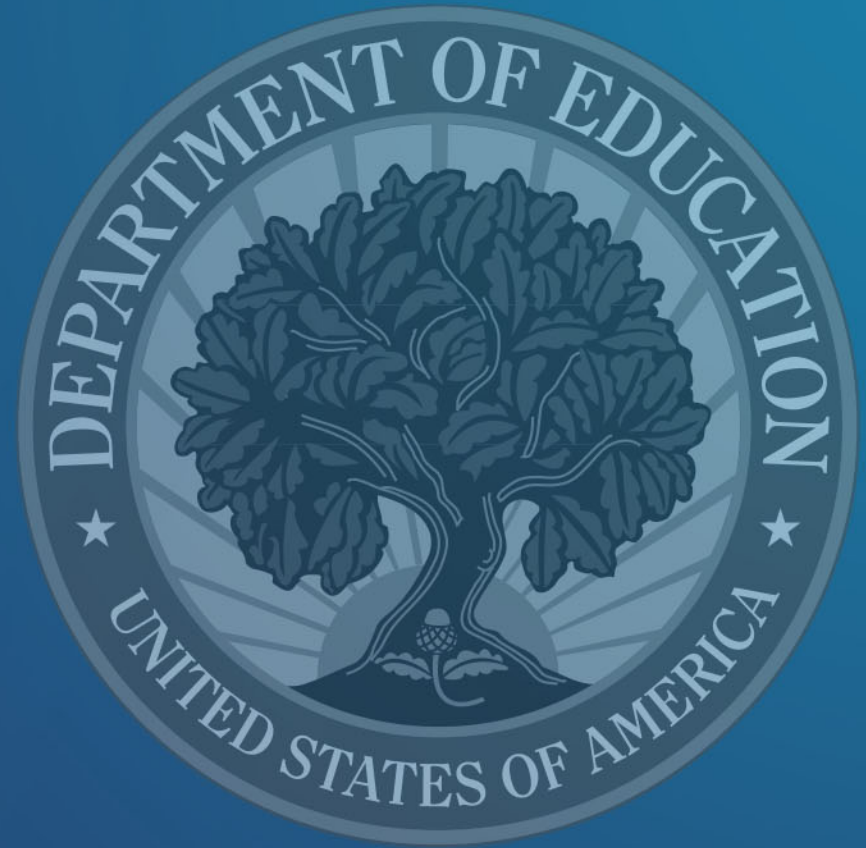
SARAH ALLEN, OSEP

RICHELLE DAVIS, OSEP

MICHELLE BLOOM, ANLAR

MYRIELL MCKINNON, WESTAT

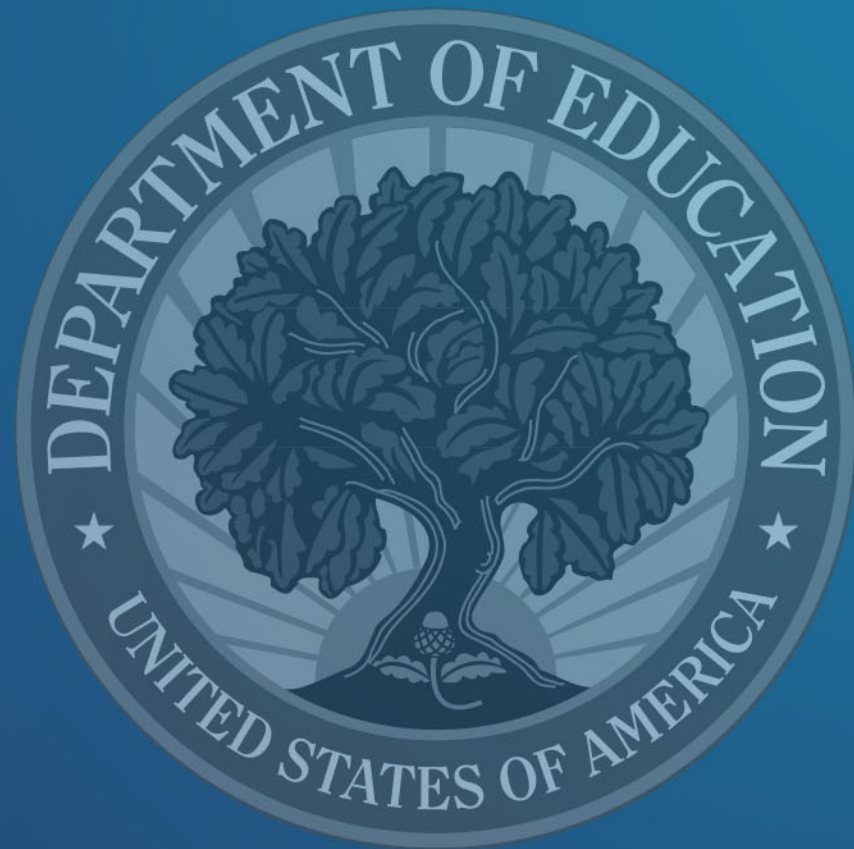**AARON PETRILLO**, ANLAR

January 28, 2020

Training Agenda

- PDPDCS scholar agreements
- Required actions for data submission
- Protecting scholar data
- Changes to the PDPDCS
- Available resources to grantees and scholars

SCHOLAR AGREEMENTS AND PDPDCS REMINDERS

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

- Grantees must upload a completed and signed Pre-Scholarship Agreement and Exit Certification for each scholar who receives funding.
- Grantees must use the most recent version of each agreement available here: https://pdp.ed.gov/OSEP/Home/Agreements/.

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

Instructions for completing Exit Certification items 3, 4 and 5

3. **Accumulated academic years of funding:** _____

   Enter durations less than one academic year as decimals. For example, 0.5 is half of one academic year of funding. See FAQ #2, at https://pdp.ed.gov/OSEP/Home/faq2006#2, for more information on accumulated academic years of funding.

4. **Total service obligation in months:*** _____

   This amount was calculated by multiplying accumulated academic years of funding by 24 months, i.e., 2 years of service obligation for every academic year of scholarship support equals 24 months.
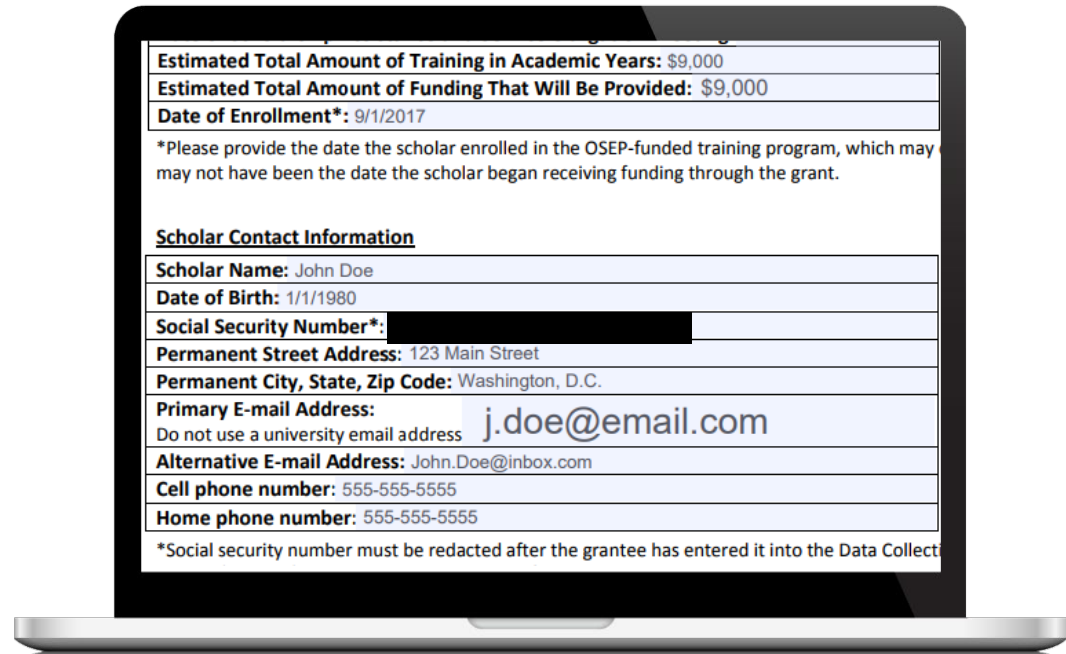
5. **Total amount of funding this scholar received directly from this OSEP-supported training grant (See 34 CFR §304.21(a) and (b) for allowable costs):** _____

   Enter the amount of funding in dollars and cents.

Pre-scholarship Agreements (PSA) and Exit Certifications (EC) (cont.)

- Grantees must review them to ensure the scholar's SSN is redacted.

- Grantees may be responsible for repayment of grant funds in cases where they do not have a valid signed PSA and EC for a scholar.

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 the agreement?	Upload within 30 days of the scholar's enrollment.	Upload within 30 days of the scholar's exit.

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

What should I check prior to uploading?	- Ensure you are using the correct version (OMB Control Number: 1820-0686 Expiration: 8/31/2020), - All pages are included, - All entries are written legibly, and the forms are signed by both the scholar and grantee, and - Social security numbers are redacted.

Reminders for 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.

Reminders for Scholars

- Scholars are responsible for ensuring their submitted employment gets 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.

How does OSEP use the data that grantees report?

Grantee data is 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.
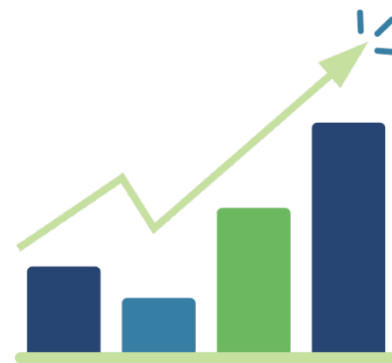
When do I need to update my scholars' records?

ACTIONS TO COMPLETE IN THE PDPDCS
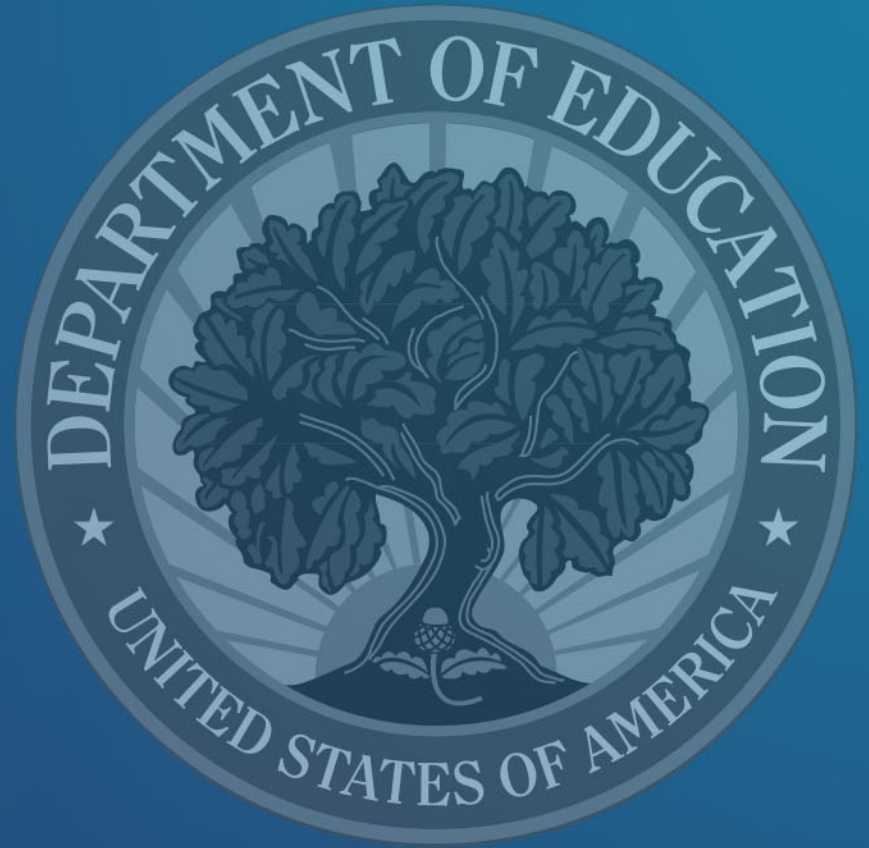
Overview of Activities to Complete in the **PDPDCS**

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

Step ① : Log into the PDPDCS and verify secondary user

Log in and review the secondary users assigned to your grant.

Step ① : Log into the PDPDCS and verify secondary user

GENERAL INFO

College/University Name*: WestatIHE ▼

Department*: WestatDept ▼   Grant Award Number*: TESTK110508

Select the Secondary User for this Grant
(Click here to add more Personnel to dropdown): Karen Schroll ▼ Clear

Project Title:
Helping students with disab

Start Date*:
5/12/2009   (mm/dd/yyyy)

Step ②: Review your data summary

Identify scholars that have not yet logged. Remind scholars to login to the PDPDCS at least every 6 months.

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: TESTK110508

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
	14	14	0	0	1	7	6

Service Obligation Status						
Awaiting Completion	Awaiting Login	Fulfillment Not in Progress	Fulfillment in Progress	In Repayment	In Deferral/Exception	Obligation Fulfilled
2	10	1	0	0	0	1

Step ③ : Add new scholars

Add records for new scholars not already in the PDPDCS.

Step 4: Update Section G

Note: Section G, Items 5 and 6 must be completed annually for scholars until they exit prior to completing the program or graduate/complete the program. Please complete these items for each year the scholar was actively enrolled in the program, even if he/she did not receive funding through the grant that year. A scholar is considered actively enrolled in the program if the scholar is working toward the degree/certificate/endorsement your OSEP-supported grant was designed to support. An actively enrolled scholar should be taking courses, completing an internship, working on a dissertation, or performing other similar activities required for completion.

5. * During the current or most recent grant budget period, was this scholar considered by your institution to be a full-time or part-time scholar?

Budget Period	Full-time scholar, even if the scholar worked full-time or part-time	Part-time scholar (anything less than full-time)	Not enrolled in the program
2017 (09/01/2016-08/31/2017)	● Full-time scholar	○ Part-time scholar	○ Not enrolled in the program
2018 (09/01/2017-08/31/2018)	○ Full-time scholar	○ Part-time scholar	● Not enrolled in the program
2019 (09/01/2018-08/31/2019)	○ Full-time scholar	○ Part-time scholar	● Not enrolled in the program
2020 (09/01/2019-08/31/2020)	○ Full-time scholar	○ Part-time scholar	● Not enrolled in the program

6. * Specify the total amount of funding this scholar received directly from this OSEP-supported training grant during the current or most recent grant budget period. In calculating the total amount, include any training stipend funds used for tuition and fees, scholar stipends, books, travel in conjunction with training assignments, and other associated training expenses. Please enter $0 for a scholar who was enrolled in the grant program but did not receive funding during the current budget period.

Budget Period	Scholar Funding Amount
2017 (09/01/2016-08/31/2017)	$ 1,000
2018 (09/01/2017-08/31/2018)	$ 0
2019 (09/01/2018-08/31/2019)	$ 0

Step 5 : Update Section H

H. EMPLOYMENT INFORMATION DURING OSEP GRANT PROGRAM

* For each budget period the scholar was enrolled in the program, regardless of whether or not the scholar received funding that year, please enter information about the scholar's employment during the budget period. A scholar is considered enrolled in the program if the scholar is working toward the degree/certificate/endorsement your OSEP-supported grant was designed to support. An enrolled scholar should be taking courses, completing an internship, working on a dissertation, or performing other similar activities required for completion.

Budget Period	Employment Information
2017 (09/01/2016-08/31/2017)	Employed: ○ Yes ● No ○ Not enrolled in the program
2018 (09/01/2017-08/31/2018)	Employed: ○ Yes ○ No ● Not enrolled in the program
2019 (09/01/2018-08/31/2019)	Employed: ○ Yes ○ No ● Not enrolled in the program
2020 (09/01/2019-08/31/2020)	Employed: ○ Yes ○ No ● Not enrolled in the program

Step ⑥: Update Section I

I. SCHOLAR STATUS

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.
- ○ The scholar exited without graduating/completing the program.

2. * Program Duration:
Select the most appropriate option below.

- ○ This program is less than one academic year in duration.
- ○ This program is one academic year or more in duration, but the scholar has not yet completed one academic year of training.
- ◉ This program is one academic year or more in duration and the scholar completed one academic year of training on
  `1/10/2018` (mm/dd/yyyy).
  (This date should be based on the date the scholar enrolled in the training program, which may or may not be the date the scholar began receiving funding through the grant.)

3. * Accumulated academic years of funding: `0.50`

Enter durations less than one academic year as decimals. For example, 0.5 is half of one academic year of funding. See FAQ #2, at https://pdp.ed.gov/OSEP/Home/faq2006#2, for more information on accumulated academic years of funding.

4. Total service obligation in months: `12`

This amount was calculated by multiplying accumulated academic years of funding by 24 months, i.e., 2 years of service obligation for every academic year of scholarship support equals 24 months.

5. Date by which service obligation must be completed:

This date was calculated by adding the total service obligation (accumulated academic years of funding multiplied by 24 months, i.e., 2 years of service obligation for every academic year of scholarship support) and the additional five years to the date to complete or exit the training.

Step 7 : Enter exit information for scholars no longer enrolled

I. SCHOLAR STATUS

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.

| 12/29/2017 | (mm/dd/yyyy)

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

○ The scholar exited without graduating/completing the program.

2. * Program Duration:
Select the most appropriate option below.

○ This program is less than one academic year in duration.

⦿ This program is one academic year or more in duration and the scholar completed one academic year of training on

| 5/31/2017 | (mm/dd/yyyy).

(This date should be based on the date the scholar enrolled in the training program, which may or may not be the date the scholar began receiving funding through the grant.)

3. * Accumulated academic years of funding: | 0.50 |

Enter durations less than one academic year as decimals. For example, 0.5 is half of one academic year of funding. See FAQ #2, at https://pdp.ed.gov/OSEP/Home/faq2006#2, for more information on accumulated academic years of funding.

4. Total service obligation in months: | 12 |

This amount was calculated by multiplying accumulated academic years of funding by 24 months, i.e., 2 years of service obligation for every academic year of scholarship support equals 24 months.

5. Date by which service obligation must be completed:

Step 7: Enter exit information for scholars no longer enrolled

J. SCHOLAR EXIT INFORMATION

1. *** What degree(s) or certificate(s) or endorsement(s) did this scholar receive as a result of completing this OSEP grant-supported training:** *(Check all that apply)*

☐ Associate's Degree
☑ Bachelor's Degree
☐ Master's Degree
☐ Educational Specialist
☐ Doctoral degree
☐ Postdoctoral degree
☐ State or professional credential/certificate
☐ State-issued endorsement

2a. *** Select <u>one</u> special education and/or one related services training area that best describes the training focus of the degree(s) or certificate(s) or endorsements(s) that this scholar received from this OSEP grant-supported training.**

I. Special Education

◉ General special education, cross-categorical, generic, multi-categorical, or non-categorical
○ General special education, mild or moderate
○ Low-incidence disabilities/multiple disabilities/severe intellectual disabilities
○ Deafness and/or hard-of-hearing
○ Visual impairment and/or blindness
○ Deaf-blindness
○ Combined studies: General education and special education
○ Developmental delay

II. Related Services

○ Audiology
○ Counseling
○ Educational diagnostician
○ Interpreter/ASL
○ Music therapy
○ Nursing
○ Occupational therapy
○ Orientation & mobility
○ Paraprofessional
○ Physical therapy

Step ⑦ : Enter exit information for scholars no longer enrolled

3. * Did the scholar take an exam or measure to demonstrate knowledge and skills prior to completing this OSEP-funded training program?

◉ Yes

◯ No

◯ Don't know

4a. Please select the exam or measure the scholar took to demonstrate knowledge and skills.

| Select a category ▾ | Select an assessment ▾ |

5a. Did the scholar pass this exam or measure?

◯ Yes

◯ No

◯ Don't know

◯ Not applicable, our state does not set a passing score.

6a. Did the scholar take any other exam(s) or measure(s) to demonstrate knowledge and skills prior to completing this OSEP-funded training program?

◯ Yes

◯ No

◯ Don't know

Step ⑧: Submit Data for ALL Scholars by April 3rd

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
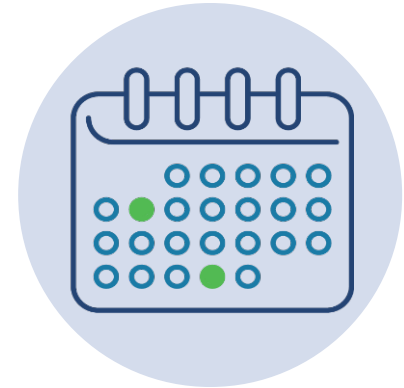
According to section 75.217(d)(3)(ii), the Secretary can consider the failure to submit scholar data in a timely fashion in determining your project's ability to obtain future grants from the Office of Special Education Programs or under any other Department program.

PDPDCS DATA SUBMISSION FAQS

How do I reset my password?

Use the "Forgot Password" link on the login page.
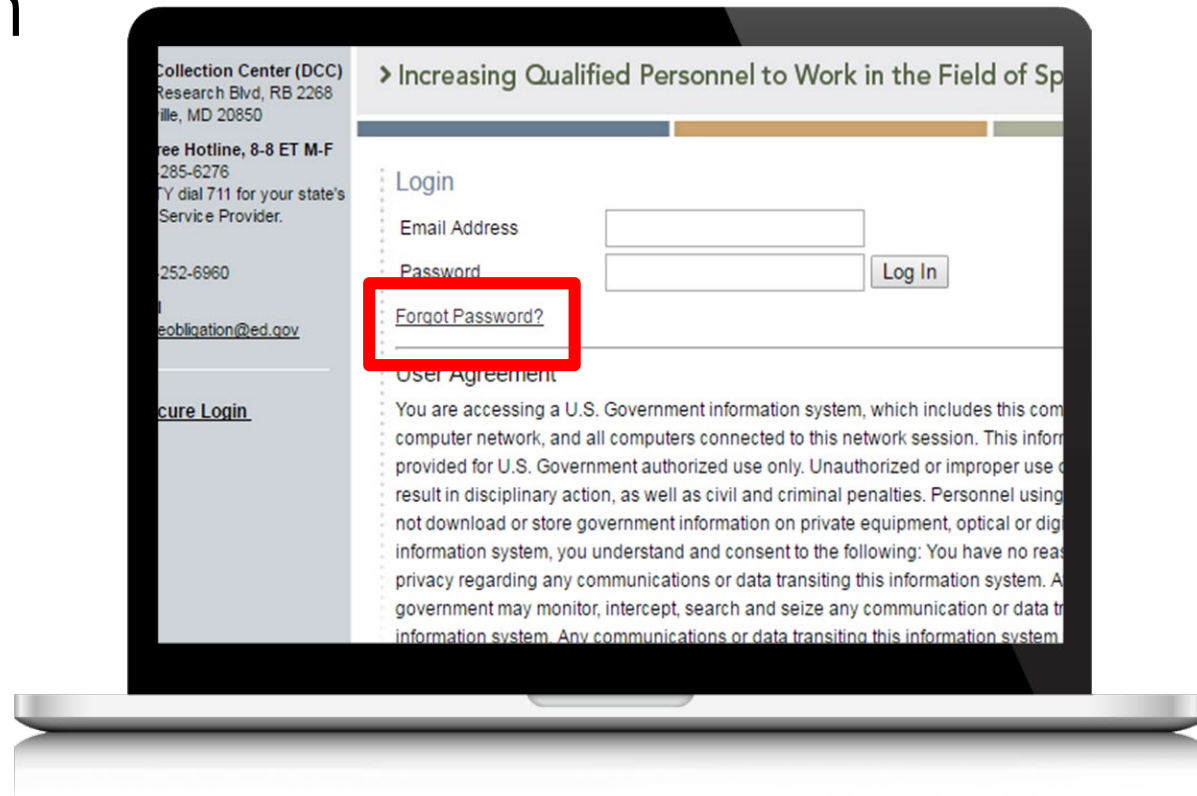
How often should I be logging into the PDPDCS?

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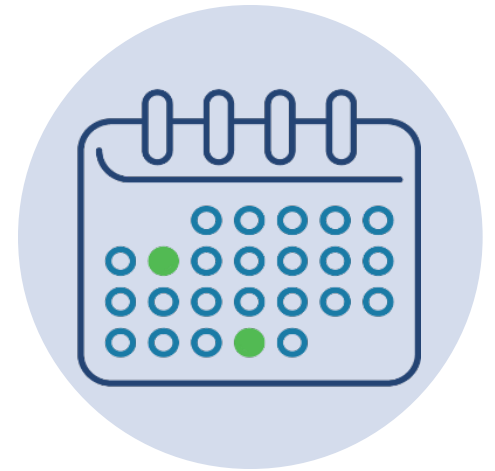
*Enter currently enrolled scholars within 30 days of gaining access to the PDPDCS.

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 your email settings to be sure emails from this account are not marked as spam
- Enter a non-IHE email address for each scholar

Why should I add a secondary user?

Secondary users can assist project directors by entering information about scholars into the PDPDCS.

Note:

- Project Directors are ultimately responsible for all data entries.
- Only two people per grant are permitted access.
- Secondary users are given a unique login.
- Secondary users also receive PDPDCS reminder emails and notifications.

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

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: TESTK110508

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
	14	14	0	0	1	7	6

Service Obligation Status						
Awaiting Completion	Awaiting Login	Fulfillment Not in Progress	Fulfillment in Progress	In Repayment	In Deferral/Exception	Obligation Fulfilled
2	10	1	0	0	0	1

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 Mure 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.
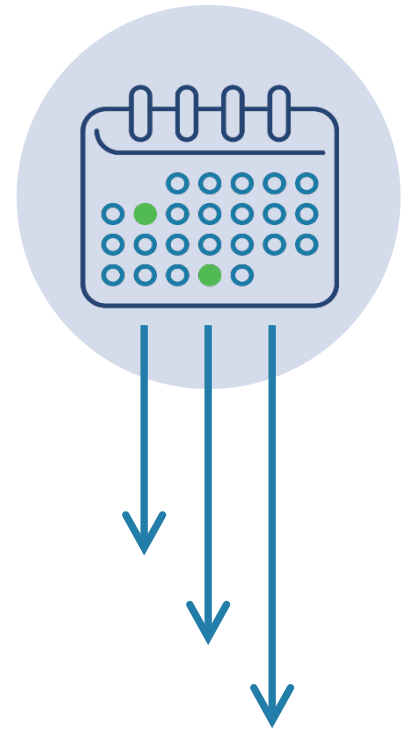
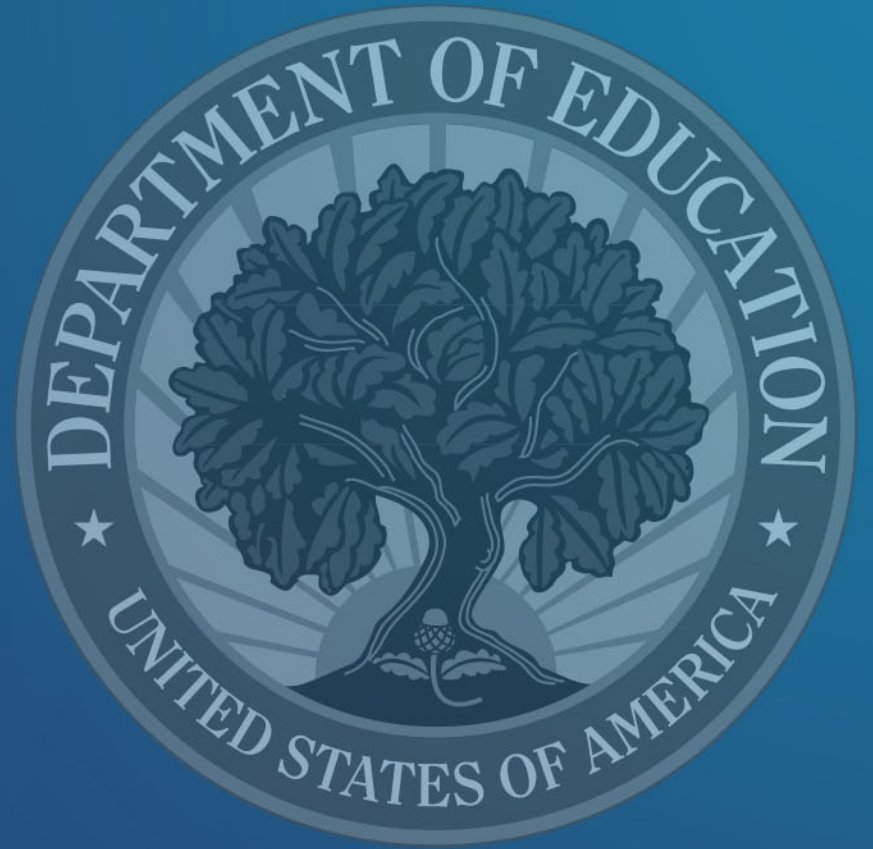Save and Submitji   Save for Later

What is a No Cost Extension?

- Grantees can request a one-time, no-cost extension to allow more time (up to 12 months) for scholars to complete the preparation program.

- To request a second, no-cost extension if even more time is needed for scholars to complete the program.

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 PII 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. <u>**If further incidents occur, the grant and university could be placed on high-risk status, impacting their ability to receive future federal funding**</u>

Avoiding Security Incidents

1. 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.

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

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

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

RECENT AND UPCOMING CHANGES TO THE PDPDCS
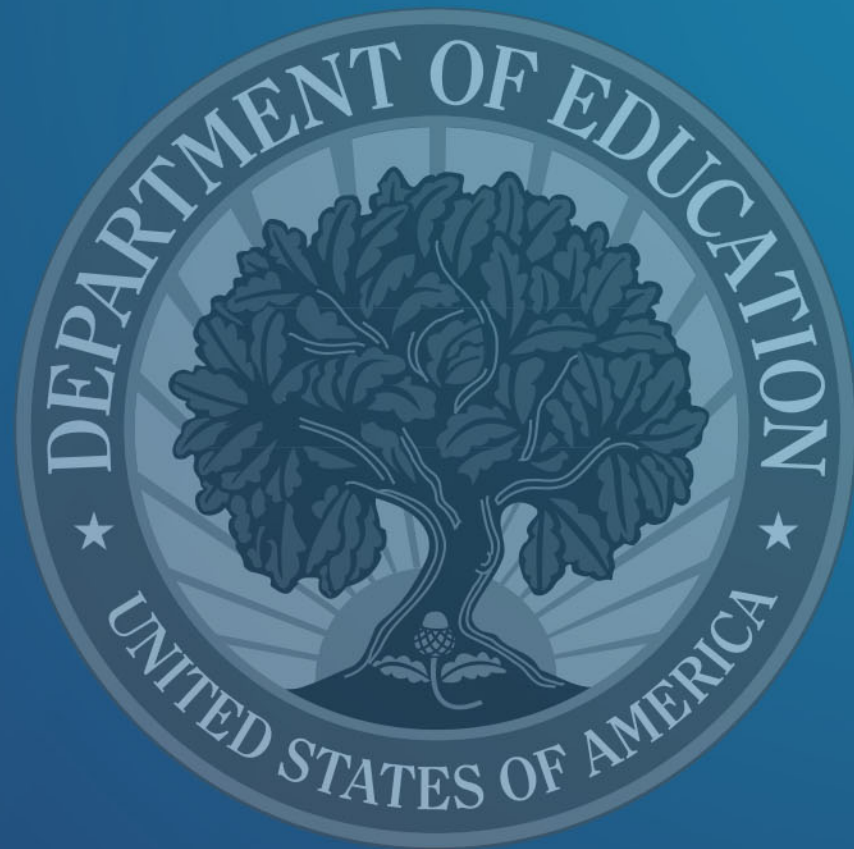
Signing into the PDPDCS using MFA

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

# Upcoming Changes to PDPDCS: Digital Scholar Agreements

Digital versions of the Pre-Scholarship Agreement and Exit Certifications will be available <u>later in 2020</u>. Digital agreements in the PDPDCS will:

- Decrease data input burden by auto-populating scholar agreements,

- Reduce security incidents by eliminating the need to upload documents with PII to the system, and

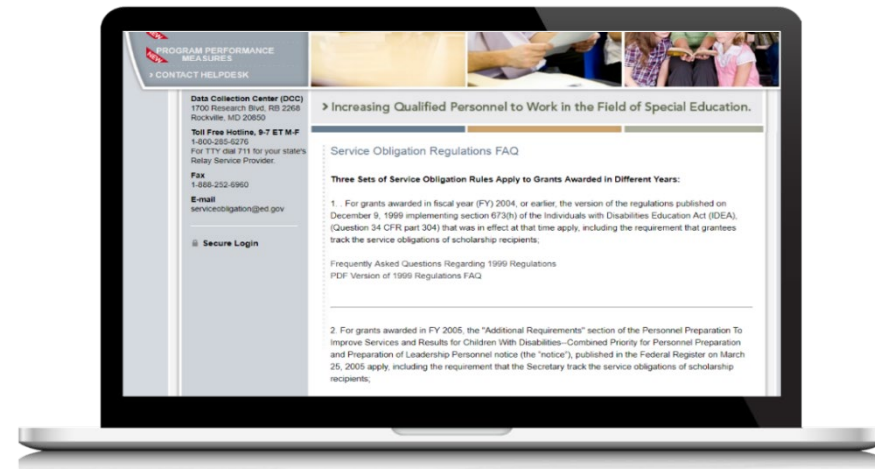- Ensure alignment between agreements and the scholar record.

RESOURCES AND SUPPORT
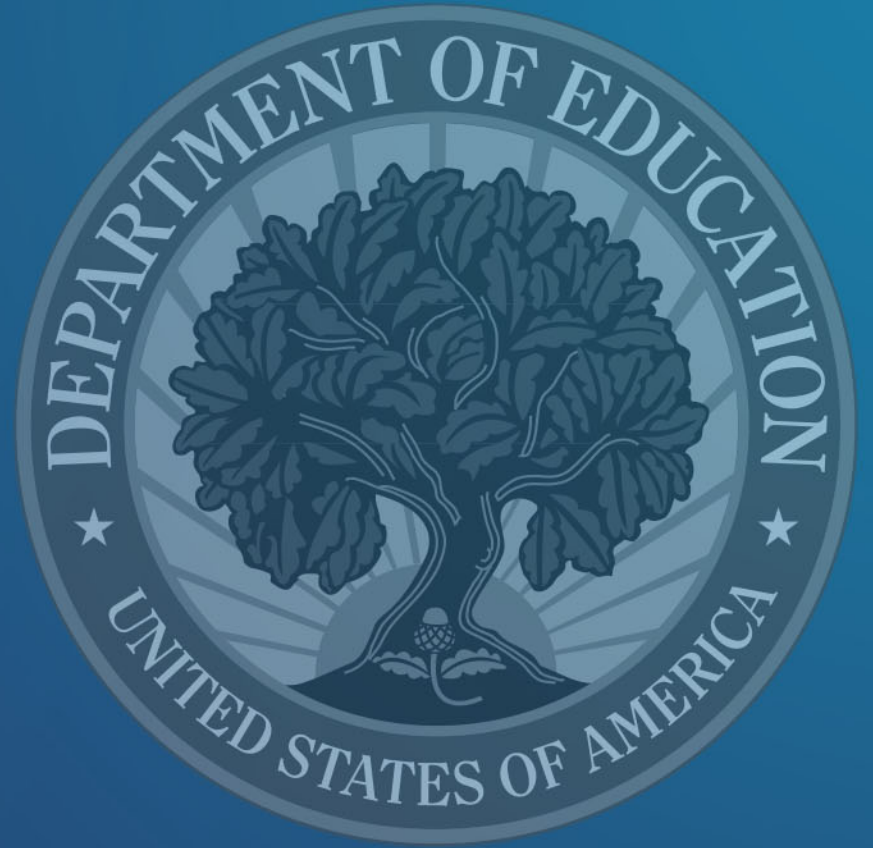
PDPDCS Resources

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

- PDPDCS resources include:

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

  - Webinar Recordings

  - Scholars Reference Guide

  - MFA Training PPT/Video

  - Tip Sheets for Employers

PDPDCS 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/MHB7YBD