

PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (DCS)

Overview and Demonstration

DR. BONNIE D. JONES, OSEP

DR. SHEDEH HAJGHASSEMALI, OSEP

KAREN SCHROLL, WESTAT

AMY BITTERMAN, WESTAT

June-July 2014

Purpose of Presentation

- To introduce the new data collection system and procedures for submitting data
- To provide a live demonstration of the DCS
- To discuss strategies for submitting high quality data

Agenda

- Review the OSEP Personnel Development Program (PDP) Requirements
- Introduce the DCS
- Describe Support Available to Grantees
- Demonstrate the DCS
- DCS Top Ten List
- Questions and Discussion

PDP Service Obligation

- Scholars in the program receive grant funded training and are required to:
 - ▣ Complete a service obligation, or
 - ▣ Repay all or a part of the costs of such assistance.
- In addition, scholars must report their employment information to OSEP.
- Scholars who do not fulfill the terms of their service obligation must repay any funds including the scholarship, interest and collection costs.

Work-related Service Fulfillment

- To fulfill their service obligation through paid employment:
 - At least 51% of the children the scholar is serving must be receiving special education services, or
 - The scholar must spend at least 51% of his/her time providing special education services to children, or
 - At least 51% of the scholar's time must be spent performing work related to the training for which the scholarship was received.
- Scholars must maintain two years of employment for every academic year of assistance received. 5

Grantee Reporting Requirements

- Grantees previously provided information about funded scholars into online systems:
 - The Service Obligation Tracking System (SOTS)
 - The Scholar Data Report (SDR)
- Will now enter all data into a single, online, web-based data collection system – the DCS. Data from the previous systems are being merged into the DCS.

Grantee Initial Reporting Requirements for DCS

- Grantees must ensure all scholar information is entered into the new system for each grant by August 1, 2014.
 - Includes scholars who already graduated/completed the program or exited the program prior to completion.
- Strategies for preparing for data entry.

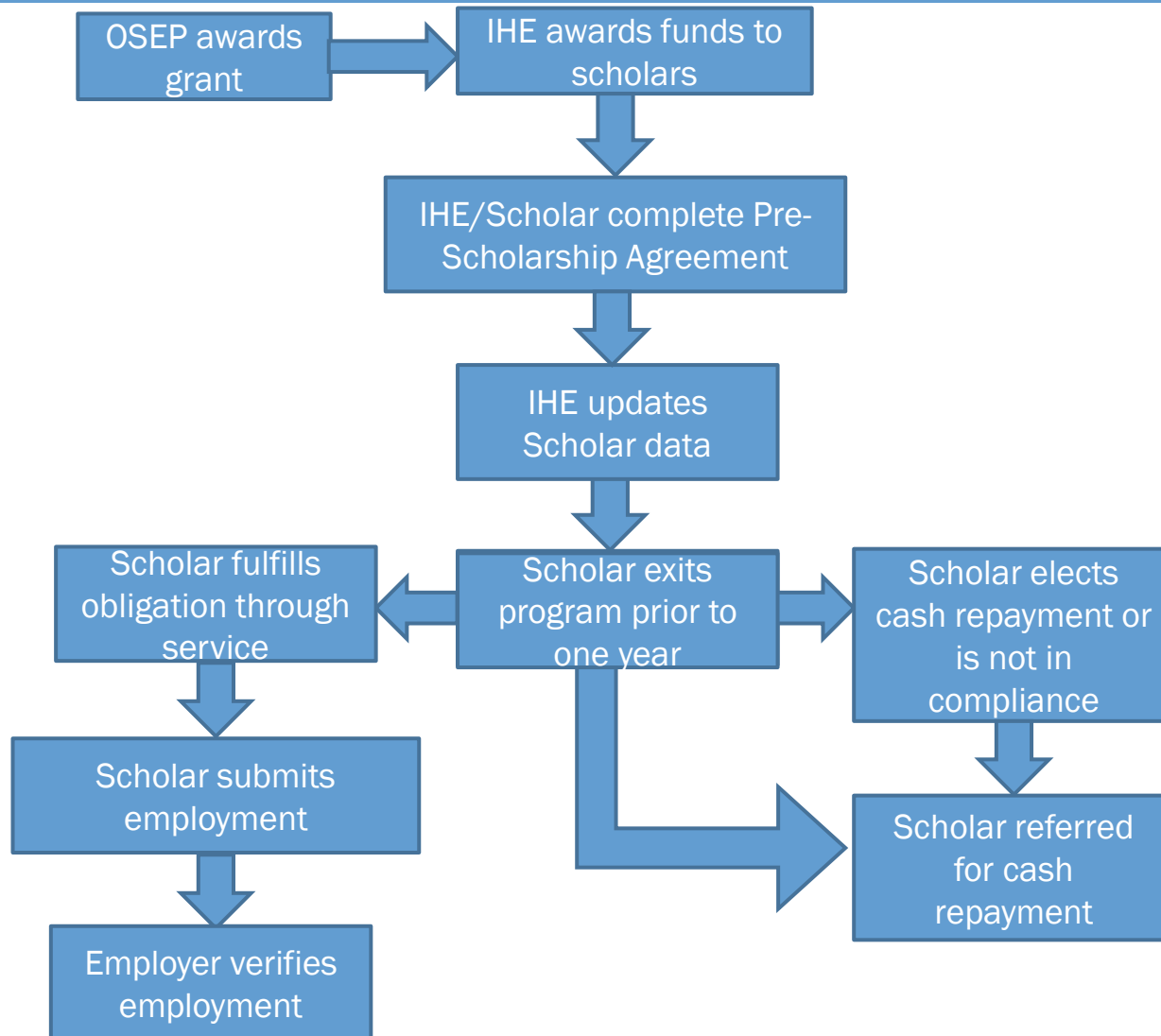
Grantee Ongoing Reporting Requirements for DCS

- Grantees must enter or update scholar contact and payback obligation information within thirty (30) days of:
 - Scholar enrollment;
 - Scholar changes in statuses; and
 - At the conclusion of the grant's fiscal year.
- The system will be available year round, 24 hours a day.

DCS: Data Collection Components

- The DCS collects the following data:
 - Grantees upload *signed* Pre-Scholarship Agreements and Exit Certifications;
 - Grantees enter contact, demographic and training information about scholars;
 - Scholars will review and approve grantee entered training information;
 - Scholars enter employment information; and
 - Employers verify employment information.

DCS: Data Collection Components



Grantee DCS Data Collection Components

- Information grantees are responsible for collecting and entering into DCS:
 - Scholar contact information
 - Name
 - Date of birth
 - Social security number
 - Address, city, state, zip code
 - Email address (gmail, hotmail, or other non-IHE account)
 - Alternate contact information (a person provided by the scholar through which DCC may contact the scholar)

Grantee DCS Data Collection Components (continued)

- *Signed* Pre-Scholarship Agreement (to be uploaded into DCS)
- Information about training prior to entry into project training
- Information about employment prior to entry into project training
- Project training information
- Employment during training
- Program completion status
- Service obligation information
- Exit information
- Exit Certification

DCS Benefits

- DCS will simplify the reporting and tracking needs for grantees.
- New system will monitor:
 - ▣ Grantee performance; and
 - ▣ Service obligation of scholars.
- Web-based system will be available year round; 24 hours/day, 7 days/week
- Scholars will have real-time access to training information.
- The Help Desk is staffed Monday- Friday from 8am-8pm Washington DC Time, for any required assistance.

How OSEP Uses the Data That Grantees Report

- DCS
 - Allows OSEP to produce data for internal reports and program improvement activities, and monitor grant performance.
 - Ensures grantees are completing all activities specified in the priority and in their applications.
 - Ensures scholars are meeting service obligation requirements.
 - Provides data for GPRA program performance reporting.

Support for Grantees

- A recording of this webinar will be available on the DCS website
- Users' guides and video demonstrations (coming soon)
- Frequently Asked Questions
- DCC HelpDesk:
 - Support available Monday through Friday from 8 am to 8 pm, ET, 1-800-285-6276
 - serviceobligation@ed.gov

Live Demonstration of DCS

- We will now demonstrate the following activities in the DCS:
 - ▣ Logging in as a first time user and creating an account
 - ▣ Updating a grant and contact information
 - ▣ Adding a secondary user
 - ▣ Adding data for a scholar

DCS Top Ten List

Ten Things You Need to Know About the DCS

10 –Secondary users are great!

- Set-up a secondary user if you want someone else with the grant to be able to enter scholar information. However, the Project Director is held responsible for all data entries.
- Secondary users, along with the Project Director, will receive reminder emails and notifications concerning the DCS.
- Each person should have a unique log in to the system. Do not share your password with anyone – add a secondary user!
- Only two people per grant are permitted access.

#9 – DCS Password Rules

- For security reasons, your password will be reset every 90 days.
- Your new password must be at least 8 characters and contain at least one uppercase letter, one number, and one special character (e.g., \$ or #).
- You may not reuse passwords.
- If you enter your password incorrectly 3 times, your account will be locked. Please contact the DCC HelpDesk at serviceobligation@ed.gov.
- Do not share your password with anyone.

8 – Emails from serviceobligation@ed.gov should always be read

- All notifications and reminders are sent electronically.
- 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.

#7 – Ask scholars for a non-IHE email for DCS.

- We must reach scholars after they graduate or leave your IHE, so please enter a non-IHE email address for each scholar.
 - ▣ Personal email (e.g., gmail, yahoo, Outlook)
 - ▣ Work email

#6 – Remind scholars to login

- Remind scholars to login to DCS annually to review and update contact and training information and enter employment.
- You will be able to monitor the service obligation status of all scholars in your program.
- Your support will help us ensure OSEP has the data it needs to provide reporting on Program Performance Measures and service obligation results to Federal government authorities.

#5 – Enter ALL Scholars

- Enter information on all scholars ever funded.
- Include scholars who already graduated or left the program prior to completion
- You must add all of your scholars by August 1, 2014.
- Please plan your time accordingly and contact the Help Desk as soon as possible if you have any problems.

#4 – Locate your grant's SDR ID list

- Applies only to grants funded prior to FY 2012
- Will reduce data entry time by allowing the system to import data your grant previously entered into the SDR.
- It's OK if you can't find it. You will still be able to submit scholars, but you will have to re-enter data.

#3 – When to Update

- You must update information in DCS for all scholars within thirty (30) days of
 - ▣ Enrolling a scholar,
 - ▣ A change in status of a scholar, or
 - ▣ The end of a your grant's fiscal year.
- At a minimum, we would expect grant personnel to be updating the system every six months.
- OSEP will be monitoring grantee, scholar, and employer activity on a monthly basis.

#2 – How to access DCS

- On July 2nd you will receive an email with a link to set up your account.
 - Click on the link provided in the email.
 - Click on “Forgot Password?”
 - Enter your email address.
 - You will receive an email. Enter the registration key provided in the email.
 - Create your password.

#1 – Pre-Scholarship Agreements and Exit Certifications are required!

- For each scholar who receives funding, grantees must upload both a *signed* pre-scholarship agreement and an exit certification.
- You will not be able to submit scholar records without these documents.
- Please contact the HelpDesk as soon as possible if you do not have these documents.
- Grantees may be held responsible for funds provided to scholars for whom they do not have these documents.

DCS HelpDesk: We are here to help!

- If any questions/issues arise, please contact the Help Desk!
 - ▣ 1-800-285-6276
 - ▣ serviceobligation@ed.gov
- If someone is not available when you call, please leave a message. A Help Desk operator will return your call within 24 hours.
- We have a designated specialist who can spend additional time walking you through the DCS. Just contact the Help Desk to set up an appointment.

Questions and Discussion

- Please type your questions directly into the chat box. Thanks!