PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (DCS)

Overview and Demonstration

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Purpose of the Presentation

- To present an overview of the data collection system and procedures for submitting data

- To provide a live demonstration of the DCS

- To discuss strategies for submitting high quality data

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Agenda

- ☐ Review the OSEP Personnel Development Program (PDP) Requirements

- ☐ Overview of the DCS

- ☐ Describe Support Available to Grantees

- ☐ Demonstrate the DCS

- ☐ DCS Top Ten List

- ☐ Questions and Discussion

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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.

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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.

Grantee Reporting Requirements for DCS

□ Grantees must ensure information about **all** scholars is entered into the online, web-based data collection system (DCS) for each grant by April 3, 2015.

□ Strategies for preparing for data entry.

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Grantee Ongoing Reporting Requirements for DCS

- Scholars must sign and complete a Pre-Scholarship Agreement upon officially enrolling in the grant supported program.

- Grantees must enter or update scholar contact and payback obligation information within thirty (30) days of:
  - Scholar enrollment;
  - Scholar changes in statuses;
  - The conclusion of the grant's fiscal year; and
  - Receiving a completed and signed Exit Certification.

- The system is available year round, 24 hours a day.

DCS Data Collection Components

- The DCS collects the following data:
  - Grantees upload *completed and 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.

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DCS: Data Collection Components (continued)
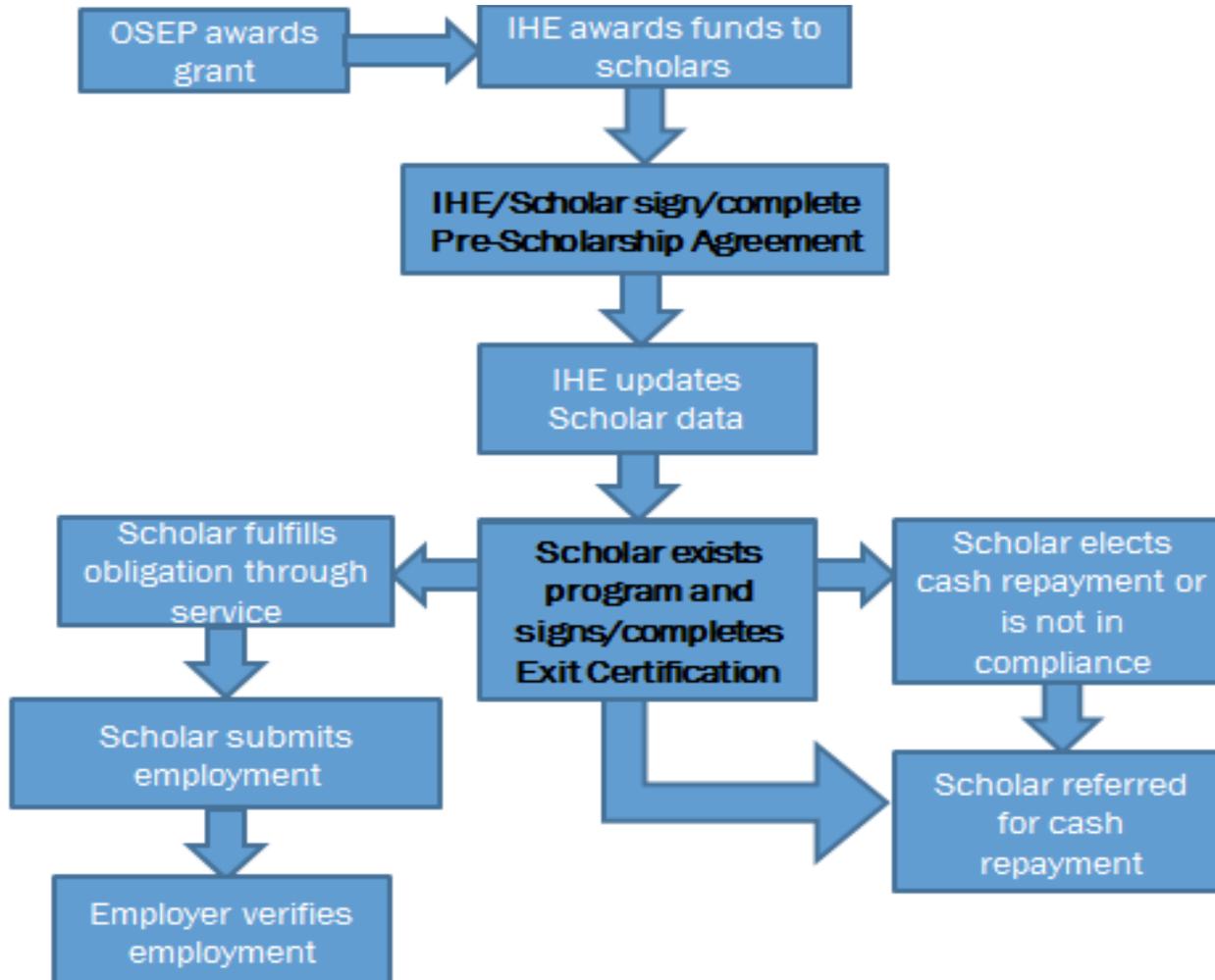
Grantee DCS Data Collection Components

- 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)

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Grantee DCS Data Collection Components (continued)

- *Completed and 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
- *Completed and signed* Exit Certification (to be uploaded into DCS)

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DCS Benefits

- ❑ System monitors:
    - ◘ Grantee performance; and
    - ◘ Service obligation of scholars.

- ❑ Web-based system is available year round; 24 hours/day, 7 days/week

- ❑ Scholars have real-time access to training and service obligation information.

- ❑ The Help Desk is staffed Monday- Friday from 8am- 8pm ET, for any required assistance.

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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 fulfilling proposed scholar enrollment, training, and completion data as specified in the priority and in their applications.
  - Ensures scholars are meeting service obligation requirements.
  - Provides data for GPRA program performance reporting.

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Support for Grantees

- A recording of this webinar will be available on the DCS website

- Frequently Asked Questions

- DCC Help Desk:
  - 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
    - Entering and submitting data for a scholar

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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.

- 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, you will need to reset your password every 90 days.
- Your 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 for an hour. You will then need to reset your password.
- Do not share your password with anyone.

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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

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#7 – Ask Scholars for a Non-IHE Email for DCS

- We must be able to 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

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#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.

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#5 – Enter/Update Data for ALL Scholars

- You must enter/update and submit records for all of your scholars by April 3, 2015.

- Please plan your time accordingly and contact the Help Desk as soon as possible if you have any problems.

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#4 - Data Quality Reminders

- Notify scholars at the beginning of the program that they will be asked to provide licensure test results, or other exams as required under your priority, and the results will be reported in your data collection.

- For all scholars enrolled during your grant budget year 2013, make sure rows for FY 2013 for DCS items 5 and 6 in Section G and Section H are complete.

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#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

- FY 2013 and FY 2014 grantees received an email with a link to set up their account.
  - Click on the link provided in the email.
  - Enter the verification key provided in the email.
  - Create your password.
  - You will immediately be directed to the login screen. Enter your email and newly created password to log in.
- For grants awarded prior to FY 2013 you should have already accessed this system. If you forget your password click on the "Forgot password?" link on

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

- For each scholar who receives funding, grantees must upload completed and signed Pre-scholarship Agreements and Exit Certifications.
- You will not be able to submit scholar records without these documents.
- Please contact the Help Desk 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.
- Grantees must retain grant records until all service obligation has been fulfilled or paid back.

DCS Help Desk: 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.

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Questions and Discussion

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