

PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (DCS)

Scholar Training and System Demonstration

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Purpose of the Presentation

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- To review the service obligation requirements.
- To present an overview of the data collection system and procedures for submitting data.
- To emphasize the importance of entering data completely and correctly.
- To provide a live demonstration of the DCS website, <https://pdp.ed.gov/osep>.

Agenda

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- Review the OSEP Personnel Development Program (PDP) and the Service Obligation Requirements.
- Overview of the DCS.
 - Review data scholars must enter into the DCS.
 - Review the employment verification process.
- Demonstrate the DCS.
- Describe Support Available to Scholars.

Purpose of the PDP

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- The goal of the PDP is to increase the supply of qualified personnel in the field of special education.
- This program awards competitive grants to Institutions of Higher Education to support scholars who are preparing to provide special education and related services to children and youth with disabilities.

PDP Service Obligation Requirements

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- 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

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- 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.

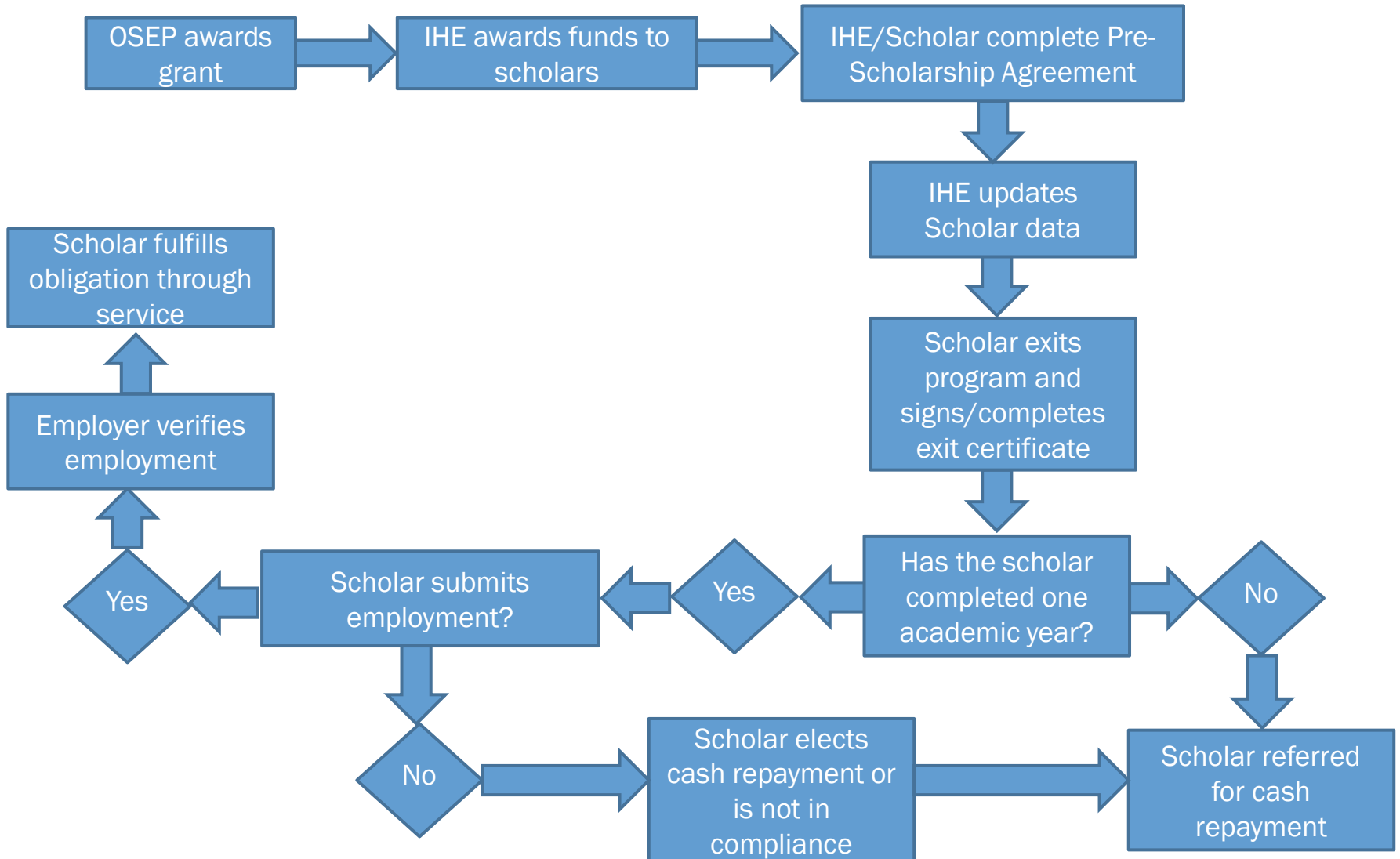
DCS Data Collection Components

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- 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.

DCS Data Collection Components

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Scholar Data Entry Requirements

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- ❑ Scholars are expected to log into the DCS at least once per year.
- ❑ Scholars should ensure their contact information is current and correct.
- ❑ Scholars must enter all employment data completely and accurately, and may begin after being in the program for one year.
- ❑ DCS will conduct random quality control checks of employment records.

Importance of Entering Accurate Data

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- The quality of the data you enter directly influences the annual results for the PDP performance measures.
- In addition to being used to track your service obligation, the employment data you submit is critical for calculating program effectiveness.

Importance of Entering Accurate Data (continued)

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- As part of the Department's efforts to reduce fraud and abuse of federal funds, each scholar who submits an employment record must agree to the statement below.
 - 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.

Data to be Entered by Scholars

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- After the completion of one academic year of training scholars can begin fulfilling their service obligation through eligible employment.
- Scholars enter:
 - ▣ Name and contact information for employer
 - ▣ Employment position
 - ▣ Start and end dates
 - ▣ Whether the position is full-time or part-time
 - ▣ Training and related service areas utilized in the position
 - ▣ Information related to the eligibility of the position (e.g., percentage of time spent working with students with disabilities)
 - ▣ Whether he or she is considered highly qualified/qualified/fully certified in the position.

Data to be Entered by Employers

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- Employers review the employment data entered by the scholars to verify that it is accurate.
- If employers disagree with any information they can describe the reason for disagreement.
- After the employers have verified/disputed the employment information scholars are notified.

Fulfilling Service Obligation

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- Scholars will only receive credit for eligible employment positions verified by their employer.
- Scholars will not receive credit for any eligible employment positions held prior to the date of completion of one academic year.
- Scholars are responsible for ensuring that all of their employment positions are verified.
 - If you are experiencing trouble obtaining verification, please contact the Help Desk.

Fulfilling Service Obligation

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- Scholars who exit a training program prior to its completion and have not finished at least one academic year of training will be referred for repayment to the Debt and Payment Management Group (DPMG) of ED.

Noncompliance with Service Obligation Requirements

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- Scholars who do not provide verified employment before their grace periods expire will be referred for repayment to DPMG.
- Scholars who do not repay funds to DPMG will be sent to the Department of Treasury, which has the authority to garnish scholars' wages and tax refunds.

How OSEP Uses the Data That Grantees Report

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

Live Demonstration of DCS

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- We will now demonstrate the following activities in the DCS:
 - ▣ Accessing resources on the site;
 - ▣ Logging in as a first time user and creating an account;
 - ▣ Updating your contact information;
 - ▣ Monitoring your record;
 - ▣ Entering and submitting employment data;
 - ▣ Updating employment data; and
 - ▣ Resolving a disputed employment record.

PDP Personnel Development Program
Data Collection System

DEPARTMENT OF EDUCATION [Secure Login](#)

- HOME
- SCHOLARS/OBLIGEEES
- INSTITUTIONS OF HIGHER EDUCATION
- EMPLOYERS

- > HISTORY
- > TRAINING AND RESOURCES
- > FREQUENTLY ASKED QUESTIONS
- NEW** PRESCHOLARSHIP AGREEMENTS AND EXIT CERTIFICATIONS
- > SERVICE OBLIGATION REQUIREMENTS
- > OFFICE OF SPECIAL EDUCATION PROGRAMS
- NEW** NEWS UPDATES
- > CONTACT HELPDESK



Data Collection Center (DCC)
1700 Research Blvd, RB 2268
Rockville, MD 20850

Toll Free Hotline, 8-8 ET M-F
1-800-285-6276
For TTY dial 711 for your state's
Relay Service Provider.

Fax
1-888-252-6960

E-mail
serviceobligation@ed.gov

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> Increasing Qualified Personnel to Work in the Field of Special Education.

Welcome to the Personnel Development Program Data Collection Center (DCC)
Thank you for visiting the Personnel Development Program Data Collection Center (DCC) website.

The Personnel Development Program (PDP), authorized by the Individuals with Disabilities Education Act (IDEA), is a federal program managed at the Office of Special Education Programs aimed at increasing the supply of qualified personnel in the field of special education. This program awards competitive grants to Institutions of Higher Education to support scholars who are preparing to provide special education and related services to children and youth with disabilities. Scholars/obligees who receive funding agree to work in the field of special education or related services for two years for each year of support they receive. To learn more about PDP's service obligation component, please click on the [Service Obligation Requirements](#) link.

In 2012, OSEP contracted with the Educational Policy Institute, in partnership with Westat, to establish the Personnel Development Program Data Collection Center (DCC). The Center's primary responsibility is to collect and analyze data on scholars funded by PDP grants for use in reporting PDP program performance measures required by the Government Performance and Results Act (1993) and to track the service obligations of scholars/obligees funded by PDP grants awarded in federal fiscal year 2005 and any year thereafter. The Center also tracks the eligible employment of scholars/obligees who have been awarded

Frequently Asked Questions

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PDP Personnel Development Program
Data Collection System

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HOME SCHOLARS/OBLIGEEES INSTITUTIONS OF HIGHER EDUCATION EMPLOYERS

- > HISTORY
- > TRAINING AND RESOURCES
- > FREQUENTLY ASKED QUESTIONS
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- > CONTACT HELPDESK



> Increasing Qualified Personnel to Work in the Field of Special Education.

Introduction to Frequently Asked Questions

The U.S. Department of Education (ED) developed the following guidance documents in response to questions frequently asked by Institutions of Higher Education (IHEs), scholars, obligees, and employers regarding program regulations and requirements, and how to navigate the Data Collection System (DCS). These documents do not cover all aspects of the grant regulations and requirements or the DCS and should not be used alone. The grant regulations and requirements are available on the DCC Web site or you may contact the DCC Helpdesk for additional technical or regulatory assistance.

[Regulatory Frequently Asked Questions](#)

[Data Collection System Frequently Asked Questions](#)

Data Collection Center (DCC)
1700 Research Blvd, RB 2268
Rockville, MD 20850

Toll Free Hotline, 8-8 ET M-F
1-800-285-6276
For TTY dial 711 for your state's Relay Service Provider.

Fax
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E-mail
serviceobligation@ed.gov

Secure Login

Login Screen

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PDP Personnel Development Program
Data Collection System

Secure Login

DEPARTMENT OF EDUCATION

HOME SCHOLARS/OBLIGEEES INSTITUTIONS OF HIGHER EDUCATION EMPLOYERS

- > HISTORY
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Secure Login

> Increasing Qualified Personnel to Work in the Field of Special Education.

Login

Email Address

Password

Forgot Password?

User Agreement

You are accessing a U.S. Government information system, which includes this computer session, this computer network, and all computers connected to this network session. This information system is provided for U.S. Government authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. Personnel using remote access shall not download or store government information on private equipment, optical or digital media. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications or data transiting this information system. At any time, the government may monitor, intercept, search and seize any communication or data transiting this information system. Any communications or data transiting this information system may be disclosed or used for any purpose. By logging on, you agree and consent to these terms and conditions.

Updating Contact Information

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A. IDENTIFYING INFORMATION Change My Password | Edit My Information

Name: June Schroll

* First Name: June	Middle Name: Rosebud	* Last Name: Schroll	<input type="button" value="Update"/>
Maiden Name, if applicable: <input type="text"/>	* Social Security Number: ***-**-5498	Date of Birth: <input type="text" value="5/9/1994"/>	
* Primary E-mail Address: <input type="text" value="km.s.c.hro.ll@gmail.com"/>	* Verify Primary E-mail Address : <input type="text" value="km.s.c.hro.ll@gmail.com"/>		
Alternative E-mail Address: <input type="text"/>	Verify Alternative E-mail Address : <input type="text"/>		

B. CONTACT INFORMATION

Primary Address

* Address: 555 12th St	Address Line 2 <input type="text"/>	<input type="button" value="Update"/>
* City: Anytown	* State: Maryland	* Zip Code: 20850
* Home Phone: (301) 555-1212	Cell Phone: <input type="text"/>	

Secondary Address

Address: <input type="text"/>	Address Line 2 <input type="text"/>	
City: <input type="text"/>	State: Please Select a State	Zip Code: <input type="text"/>
Other Phone: <input type="text"/>	Fax: <input type="text"/>	

Monitoring Record

E1. SERVICE OBLIGATION STATUS

The service obligation information below is current as of your IHE's last update on 7/2/2014. These totals are expected to increase if you are currently receiving funding or expect to receive more funding prior to the completion of your program; therefore this may not be your final service obligation in months and dollars. When you complete or exit the program, your IHE will update your record with your final service payback details. If you have questions regarding this information, please contact your IHE.

Accumulated Academic Years of Funding:	1.0	Total Funding Received:	\$5,000
Total Service Obligation Owed:	24 months	Total Grace Period Provided per Program Requirements/Regulations:	60 months
Program Completion Status:	Exited without Completion	Service Obligation Status:	Fulfillment Not in Progress
Total Service Obligation Fulfilled to Date (if applicable):	0 months	Remaining Service Obligation:	24 months
Total Time Remaining for Completion of Service Obligation:	66 months	Date by Which Service Obligation Must be Completed:	12/31/2020

[Click here to view a copy of your pre-scholarship agreement.](#)

Entering Employment

F. ELIGIBLE EMPLOYMENT

- [View/Edit Employers](#)
- [Add New Employment Record](#)
- [View All Employment Records](#)

Eligible employment must 1) fulfill at least one of the requirements listed in [Sec.F\(e\) of the 2005 Requirements](#) or [§304.30\(e\) of the 2006 Program Regulations](#); 2) provide compensation; and 3) if serving children, the children served must fall under the definition of eligible children as described in [IDEA 2004 Sec. 602\(3\)](#). **Only eligible employment records can be submitted for employer verification.** You will receive an error message if the position is not eligible.

Once you have submitted an employment record it will be sent to your employer for verification. Once it has been verified by your employer credit will be applied to your total service obligation fulfilled to date. Your employer will have 30 days from the date of submission to verify or dispute the information in the record. For more information on disputed records, click on the "View All Employment Records" link. Note that **past** employment records cannot be edited once submitted, but **current** employment records can be edited. You cannot update your current employment record during your employer's 30-day verification period until your employer verifies or disputes the record or the 30-day verification window expires. To update your current employment record, click on the "Update Current Employment" link or on the name of your current employer.

Note that if your current full-time position becomes part-time you must add an end date to the current full-time record and create a new record record for the part-time position.

CURRENT OR MOST RECENT EMPLOYMENT

REPORTING REQUIREMENTS

As a participant you are required to update DCS with your contact and employment information every 6 months. You will receive reminder emails and phone calls from DCS reminding you to add an employment record or update your current employment record.

If you are within the grace period or have no changes to your employment, you must click the check box below. Otherwise, you must enter employment information.

I do not have any changes to my employment at this time. [Update](#)

Last Updated:

Support for Scholars and Employers

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- Frequently Asked Questions
- Scholar Quick Reference Guide
- DCC Help Desk:
 - Support available Monday through Friday from 8 am to 8 pm, ET, 1-800-285-6276
 - serviceobligation@ed.gov