OIE PROFESSIONAL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM (DCS)

Overview and Demonstration

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Purpose of Presentation

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

- Review the OIE Professional Development Program (PD) Requirements
- Introduce the DCS
- Describe Support Available to Grantees
- Demonstrate the DCS
- DCS Top Ten List
- Questions and Discussion
Participants in the program receive grant funded training and are required to:
- Perform work related to training received under the program that benefits Indian people; or
- Repay all or a pro-rated part of the assistance received under the program as a cash repayment.

In addition, participants must report their service payback to OIE.

Participants who are delinquent in service or cash payback are subject to income tax or wage garnishment.
Work-related Service Payback

- The Office of Indian Education prefers and expects that all participants will conduct work-related service payback to repay the funded training. Work reported must be:
  - Related to training received, and
  - Reported every six months to OIE.

- Benefit of work-related service payback: No cost to participants for training received.
Service Payback Requirements

- The total amount of time to be served through employment is equivalent to the total period of time training was funded.

Total Months of Funding  \( \Rightarrow \)  Equals Total Months of Service  \( \Rightarrow \)  Service Payback Complete
Payback Reporting Requirements

- Participants are required to report to OIE within 30 days of completing or exiting their program of study their intent to:
  - Complete work-related service payback,
  - Cash repayment, or
  - Continue with their education.

- For work-related payback, participants must identify the work as related to their training and how it benefits Indian people.
Grantee Reporting

- Traditionally has been filed by IHEs and participants as paper reports.
- Will now be an online, web-based data collection system – the DCS
  - OIE partnered with the Office of Special Education Programs (OSEP) to develop a new online tracking system modeled after OSEP’s Service Obligation Tracking System.
Grantee Initial Reporting Requirements for DCS

- Grantees must ensure **all** participant information is entered into the new system for each grant by April 16, 2014.
  - Including participants who already graduated/completed the program or exited the program prior to completion.
Grantee Ongoing Reporting Requirements for DCS

- Grantees must enter or update participant contact and payback obligation information within seven (7) days of:
  - Participant recruitment and enrollment;
  - Participant changes in statuses; and
  - At the conclusion of each semester.
The DCS collects the following data:

- Grantees upload Service Payback Agreements;
- Grantees enter contact, demographic and training information about participants;
- Participants will review and approve grantee entered training information;
- Participants enter employment information; and
- Employers verify employment information.
OIE awards grant

IHE awards funds to participants

IHE/Participant Complete Service Payback Agreement

IHE Updates Participant Data

Service Payback

Participant Enters Notice of Intent

Cash Payback

Participant submits employment

Employer verifies employment

Participant Referred for Cash Repayment
Grantee DCS Data Collection Components

- Information grantees are responsible for collecting and entering into DCS:
  - Participant 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 participant through which DCC may contact the participant)
Service payback agreement (to be uploaded into DCS)

Information about training prior to entry into project training

Project training information

Program completion status

Service payback information

Exit information
DCS Benefits

- DCS will simplify the reporting and tracking needs for grantees.

- New system will monitor:
  - Grantee performance; and
  - The service payback of participants.

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

- Participants 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 OIE Uses the Data That Grantees Report

**DCS**

- Allows OIE 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 participants are meeting service payback 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, Washington DC Time, 1-888-884-7110
  - paybackobligations@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 your grant and contact information
  - Adding a secondary user
  - Adding data for a participant
Ten Things You Need to Know About the DCS
# 10 – Be sure to distinguish between DCS and other OIE reporting

- You must complete ALL of OIE’s reporting requirements.

- Annual Performance Reports are still submitted in the Spring of each year through G5.

- Unfortunately, the DCC Help Desk can only assist you with issues related to the DCS. Please contact OIE with questions about the annual performance reports.
Set-up a secondary user if you want someone else with the grant to be able to enter participant information.

Secondary users 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!

At this time, we do not have a way to add more than two people per grant.
#8 – 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.
- Do not share your password with anyone.
# 7 – Emails from paybackobligations@ed.gov should always be read

- All notifications and reminders are sent electronically.
- Please add paybackobligations@ed.gov to your contact list.
- Check your email settings to be sure emails from this account are not marked as spam.
#6 – Ask participants for a non-IHE email for DCS.

- We need to be able to reach participants after they graduate or leave your IHE, so please enter a non-IHE email addresses for your participants.
  - Personal email (e.g., gmail, yahoo, Outlook)
  - Work email
#5 – Remind participants to login

- Encourage participants to login to DCS every six months to review and update contact and training information and enter employment.
- You will be able to monitor the service payback status of all participants in your program.
- Your support will help us ensure OIE has the data it needs to report to Congress and continue the PD program.
#4 – Enter ALL Participants

- Enter information on all participants ever funded.
- Include participants who already graduated or left the program prior to completion.
- You must add all of your participants by April 16, 2014.
- Please plan your time accordingly and contact the Help Desk as soon as possible if you have any problems.
#3 – When to Update

- You must update information in DCS for all participants within seven (7) days of:
  - Recruiting and enrolling a participant,
  - A change in status of a participant, or
  - The end of a semester.

- At a minimum, we would expect grant personnel to be updating the system every four months.

- OIE will be monitoring grantee, participant, and employer activity on a monthly basis.
On March 18th you will receive an email with a link to set up your account.

- Click on the link provided in the email.
- Enter the registration key provided in the email.
- Create your password.
#1 – We are here to help!

- If any questions/issues arise, please contact the Help Desk!
  - 1-888-884-7110
  - paybackobligations@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!