PERSONNEL 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 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
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.
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.
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.
OSEP awards grant

IHE awards funds to scholars

IHE/Scholar complete Pre-Scholarship Agreement

IHE updates Scholar data

Scholar exits program prior to one year

Scholar elects cash repayment or is not in compliance

Scholar referred for cash repayment

Scholar fulfills obligation through service

Scholar submits employment

Employer verifies employment
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.
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!