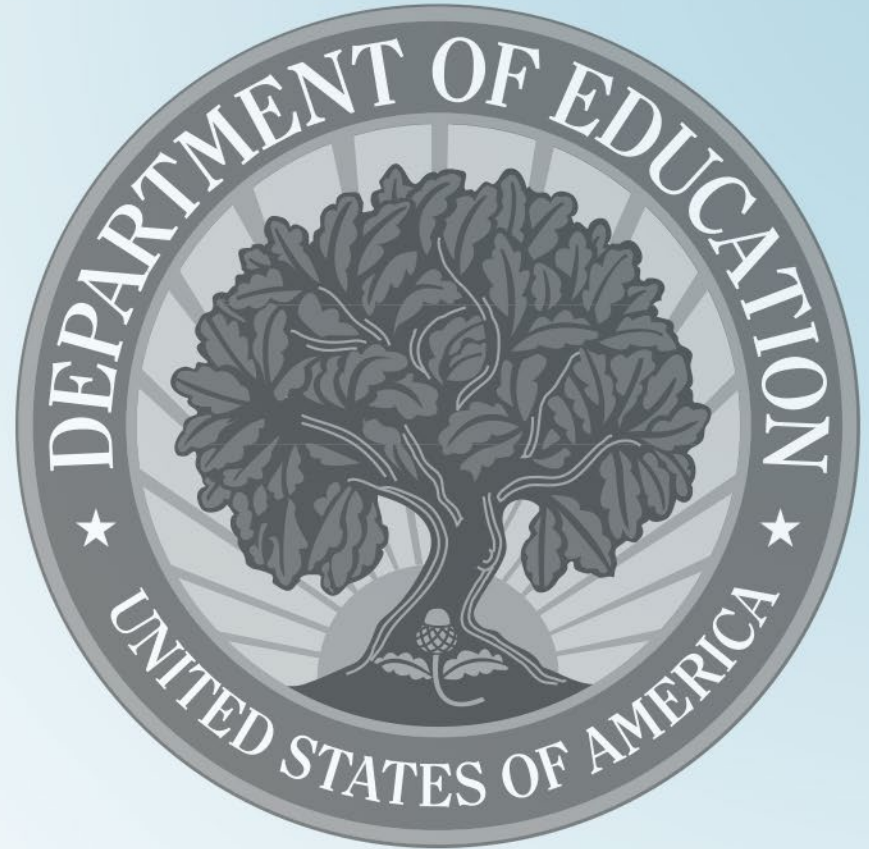


Payback Information Management System (PIMS) Digital Agreements Training



May 10, 2022



Agenda

- Changes to PIMS
- Digital Agreements Process
- Digital Payback Agreement Demo
- Digital Exit Certification Demo
- Wrap Up



Changes to PIMS

- A digital version of the Payback Agreement (PA) and Exit Certification (EC) are now available in PIMS.
 - RSA now requires grantees to use the OMB-approved digital PA and EC templates.
 - As of August 1, 2022 grantees **must** use the OMB 1820-0617 forms.
 - Hard-copy forms to download, complete, sign and upload to PIMS are available for a few months.

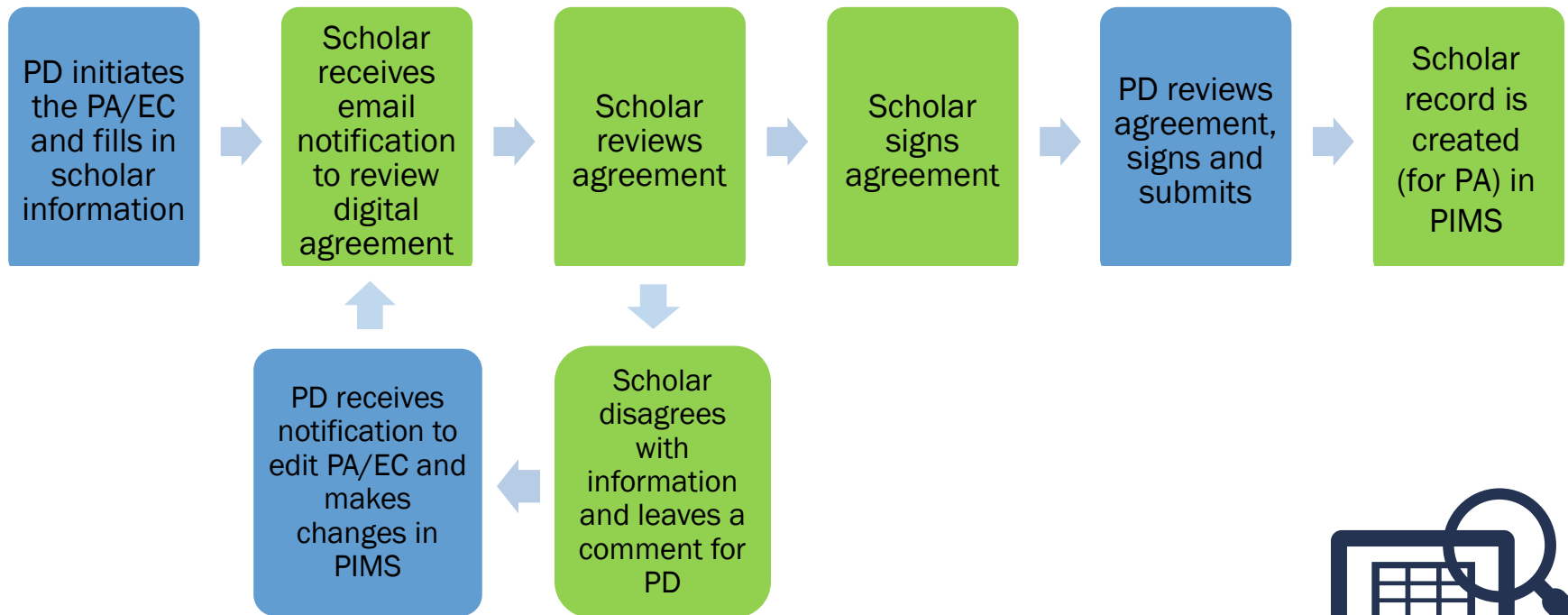


Why digital agreements?

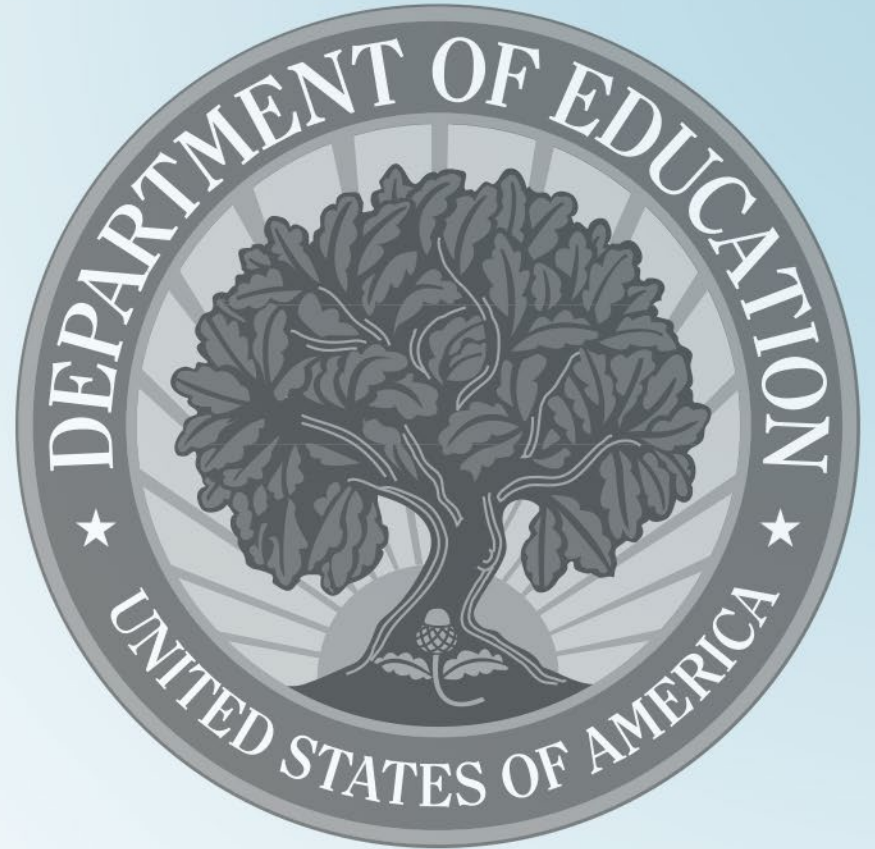
- Digital agreements will:
 - Decrease data input burden on grantees
 - Reduce security incidents, and
 - Ensure alignment between agreements and the scholar record.



Digital agreement process



DIGITAL PAYBACK AGREEMENT DEMO

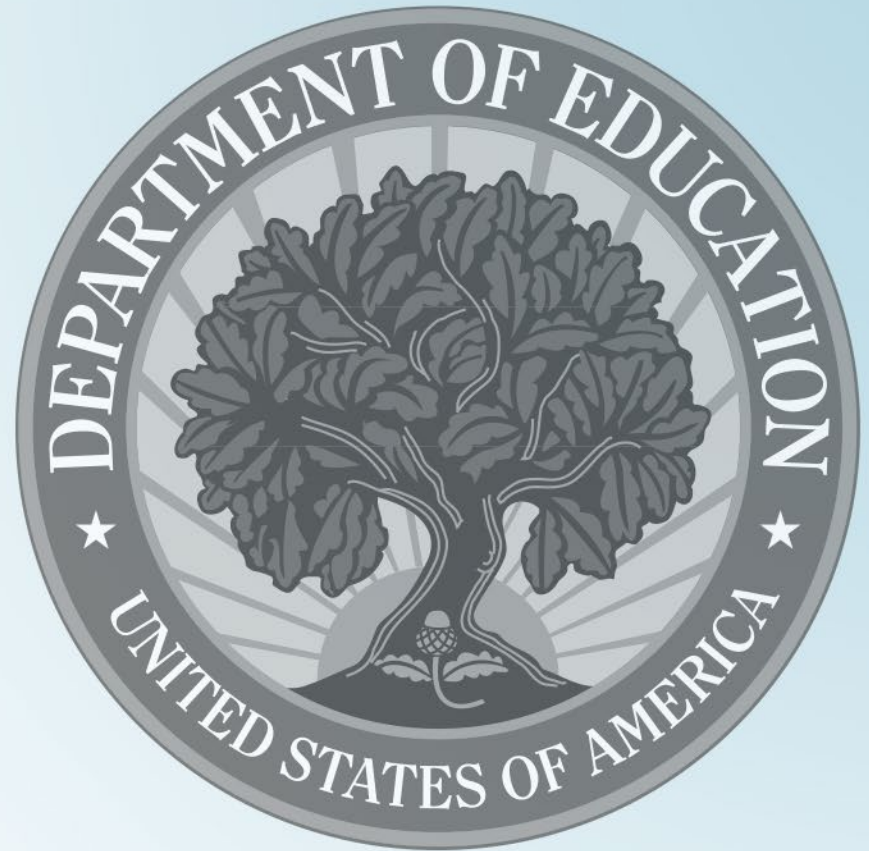


Steps to submit a digital PA

1. Project Director (PD) enters scholar data into PIMS including contact information and date of enrollment.
2. PD submits the digital PA to the scholar for review.
 - If scholar disagrees with any information, they will provide a message explaining the discrepancy and return the PA to the PD.
3. PD revises the PA to address scholar comments (if necessary).
4. Repeat step 2 (if revisions are made).
5. Once they agree, the scholar will sign the agreement and submit to the PD for final review.
6. PD reviews and signs the agreement.
7. PIMS uses the information in the agreement to create a scholar record. PD must still review and finalize the scholar record.



DIGITAL EXIT CERTIFICATION DEMO



Digital vs. physical agreement?

Digital:

- Enter scholar information into PIMS
- Scholar reviews information and indicates any issues
- Both parties communicate through PIMS until both approve and sign
- Scholar info is automatically entered into PIMS from the digital agreement

Physical:

- Scholar and IHE meet to discuss agreement and sign paperwork
- IHE enters scholar information into PIMS and uploads a signed **redacted** copy of the agreement



Timelines for agreements

	PA	EC
When do scholars and grantees sign the agreement?	To officially enroll in the grant-supported program, scholars must sign and complete a PA.	To officially exit from the program, scholars must sign and complete an EC.
When do grantees submit the agreement in PIMS?	Upload or submit within 30 days of the scholar receiving funding and enrollment.	Upload within 30 days of the scholar's exit.



Resources for Grantees

The screenshot displays the RSA PIMS website interface. At the top, the header includes "RSA PIMS Rehabilitation Services Administration" and the Department of Education logo. Below the header are four navigation tabs: "Home", "Scholars", "Grantees", and "Employers". A sidebar on the left contains a menu with "TRAINING AND RESOURCES" highlighted in a red box. The main content area features three images: a woman with a stack of books, a group of people in a meeting, and a woman working on a laptop. Below the images, there are three columns of content: contact information for the PIMS system, a "Scholars" section with links to training and a PowerPoint, and a "Grantees" section with links to security incidents, encryption, and training.

RSA PIMS Rehabilitation Services Administration

DEPARTMENT OF EDUCATION

Home Scholars Grantees Employers

> HISTORY
> TRAINING AND RESOURCES
> FREQUENTLY ASKED QUESTIONS
PAYBACK AGREEMENT AND EXIT CERTIFICATIONS
> SERVICE OBLIGATION REQUIREMENTS
> REHABILITATION SERVICES ADMINISTRATION
NEWS UPDATES
PROGRAM PERFORMANCE MEASURES
> CONTACT HELPDESK

Payback Information Management System (PIMS)
1700 Research Blvd, RB 2268
Rockville, MD 20850
Toll Free Hotline, 8-8 ET M-F
1-800-832-8142
For TTY dial 711 for your state's Relay Service Provider.
Fax
1-888-252-8960
E-mail
RLTTHelpDesk@ed.gov
The PIMS Help Desk is closed on all Federal Holidays

Training and Resources

Scholars

PIMS Scholar Training

PIMS PowerPoint for Scholars
NCRE Conference October 31, 2019

PIMS Scholar Quick Reference Guide.pdf

Grantees

PIMS Security Incidents

How to Encrypt Files

2021 PIMS Grantee Training
Webinar presentation describing how grantees will use the PIMS for data



Questions

