



2023 OSEP Leadership and Project Directors' Conference



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(Authority: 20 U.S.C. 1221e-3 and 3474)

Using the Personnel Development Program Data Collection System (PDPDCS): Tips and Tricks

Presented by: AnLar, Westat, and OSEP



2023 OSEP LEADERSHIP AND PROJECT DIRECTORS' CONFERENCE



Goals and Agenda



Review data entry process for grantees



Answer common questions



Share important reminders for completing the digital agreements



Discuss service obligation, repayment, and deferral/exception requirements



Present data points and how PDPDCS data is used

Logging in with Multifactor Authentication (MFA)

1. Download and install Google Authenticator on your smartphone

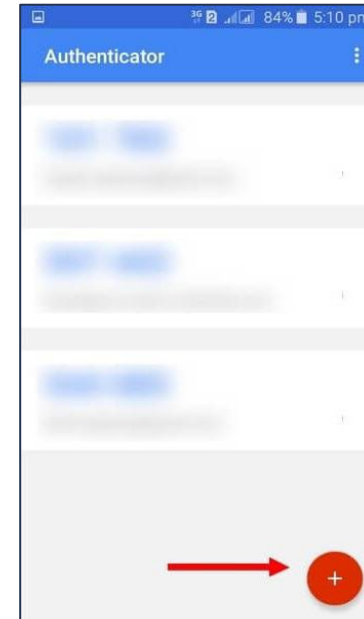
2. Pair the app and PDPDCS

- Open the Google Authenticator app
- Click the + button on the app to add the PDPDCS website
- Scan the QR Code from the PDPDCS with your smartphone by holding the camera up to the website

3. Enter code in the app

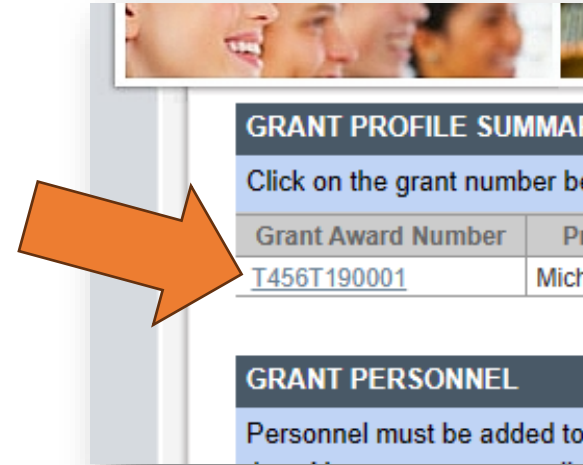
- Enter the code generated by the Google Authenticator app into the PDPDCS and click “Validate”
- Enter the code quickly as each code is only valid for 30 seconds. As soon as another a new code is generated, the preceding one becomes invalid.

4. Contact the Help Desk if you need MFA reset



Adding/Removing Secondary Users

- ❖ Each grant is allowed up to 2 Secondary Users with unique logins.
- ❖ Add or remove Secondary Users by clicking on your grant number and then “Clear” next to the user you want to remove.

A screenshot of a web application form. At the top, there are two dropdown menus: "Department*" with the value "Michelle's Test Department" and "Grant Award Number*" with the value "T456T190001". Below these, there is a section titled "Select the Secondary User for this Grant" with the instruction "(Click here to add more Personnel to dropdown):". This section contains a dropdown menu with the value "Ben Wyatt" and a "Clear" button. An orange arrow points from the right towards the "Clear" button. Below this, there is another section titled "Select an additional Secondary User for this Grant" with a dropdown menu showing "Please Select a User" and a "Clear" button.

Pre-Scholarship Agreement (PSA) and Exit Certification (EC)

Personnel Development Program
Data Collection System
Service Obligation Pre-Scholarship Agreement
For a Scholarship Received from a Personnel Development
to Improve Services and Results for Children with Disabilities Grant

Service Obligation Pre-Scholarship Agreement
Between

Name of Scholar
And
Name of Grantee (IHE)

Paperwork Burden Statement
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is mandatory per the Individuals with Disabilities Education Act (IDEA) and its corresponding regulations 34 CFR Part 304.

Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email CDocketMar@ed.gov and reference the OMB Control Number 1820-0686. Note: Please do not return the completed Service Obligation Pre-Scholarship Agreement to this address.

Privacy Act Notice
The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you. The authority for collecting the requested information from and about you is part D of the Individuals with Disabilities Education Act, as amended by the Individuals with Disabilities Education Improvement Act of 2004. We request your scholar educational information pertinent to the OSEP scholarship grant received whether provided by the scholar, grantee, or other entity, including personally identifiable information (PII), under this authority in order to

Persons are required to respond to a valid OMB control number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is mandatory per the Individuals with Disabilities Education Act (IDEA) and its corresponding regulations 34 CFR Part 304. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-7100 or email CDocketMar@ed.gov and reference the OMB Control Number 1820-0686. Note: Please do not return the completed Exit Certification to this address.

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- ❖ PSAs and ECs are **legally binding**.
- ❖ Project Directors and scholars must **sign the OMB-approved PSA and EC** for each funded scholar.
 - ❖ Scholar records cannot be created without a PSA.
- ❖ Grantees may be held **responsible for funds provided to scholars** with missing or invalid documents.



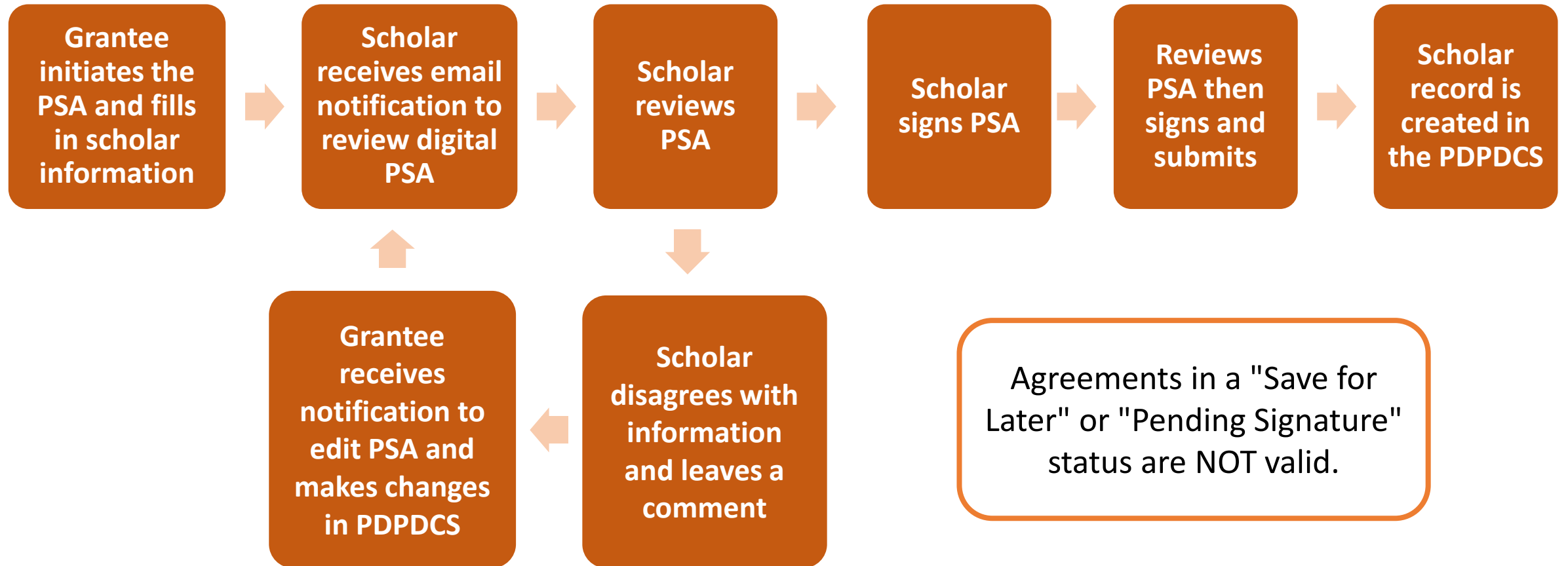
Digital PSA Reminders

- ❖ **Meet with scholars** prior to signing the PSA to discuss terms of the OSEP-funded program, especially the service obligation.
- ❖ **Estimated academic years of training** and funding provided do NOT need to match what is on the Exit Certification.
- ❖ **Date of enrollment** in the program may or may not be the date the scholar received funding.

D. GRANT AND ENROLLMENT INFORMATION		
Grant		
Grantee:	Grant Award Number:	
Michelle's Test University	T456T190001	
Project Title:	Project Director:	
Developing Personnel	Michelle Bloom	
* Course of Study or Program:		
<input type="text" value="Special Education Personnel"/>		
* Date of Scholarship Assistance and Service Obligation Meeting:	* Estimated Total Amount of Training in Academic Years:	* Estimated Total Amount of Funding That Will Be Provided:
<input type="text" value="8/1/2022"/>	<input type="text" value="2.5"/>	<input type="text" value="\$ 10000"/>
* Date of Enrollment:		
<input type="text" value="9/1/2022"/>		
<small>* Please provide the date the scholar enrolled in the OSEP-funded training program, which may or may not have been the date the scholar began receiving funding through the grant.</small>		



Digital PSA Process



Scholar Record Reminders

- ❖ Sections A, B, C, and D are automatically filled from the digital PSA.
- ❖ Use [Scholar Data Entry Requirements](#) to collect each scholar's
 - Demographics,
 - Training and employment prior to enrollment, and
 - Current training program information.
- ❖ Pre-training employment does **not** have to be related to the program focus.
- ❖ For part-time scholars, the “**academic year**” is based on the **amount of part-time courses** equivalent to the grantee’s full academic year.

The image shows a composite of several pages from the 'OSEP PDPDCS REQUIRED SCHOLAR INFORMATION' form. The top page is the 'Alternate Contact Information' section, which includes fields for First Name, Last Name, E-Mail Address, Verify E-Mail Address, Address, Address Line 2, City, State, Zip Code, Home Phone, and Other Phone. Below this is the 'Scholar Demographic Information' section, starting with '1. What is the scholar's gender?' and listing options for Male, Female, Hispanic or Latino, and others. The middle page is the 'Grant Information' section, which includes a 'To be completed by the Project Director' area with fields for Grant Number, Project Title, Start Date, End Date, and Training Focus Area (with a dropdown menu). Below this are links to 'Service Obligation Requisitions (PDF)', 'Frequently Asked Questions (PDF)', 'Certification of Eligibility for Federal Assistance in Certain Programs', and 'Pre-Scholarship Agreement'. The bottom page is the 'Into OSEP Grant Training' section, which includes a list of training areas with checkboxes, such as Special Education (General), Early Intervention/Early Childhood Special Education, Speech Language Pathology, School Psychology, Occupational Therapy, Educational Interpreter, Teaching of Visual Impairments (TVI), Physical Therapy, Audiology, Adapted Physical Education, School Counseling, Orientation & Mobility, Deaf Education, Applied Behavior Analysis (ABA), Rehabilitation Counseling, Social Work, and Other (For Leadership Grantees). At the bottom of the form, there is a section for '2c. Indicate the disability category(s) of the children that the scholar was trained to support prior to entry into this OSEP grant-supported training. Select all that apply. If your program does not focus on a specific disability category, please select "All disabilities."' with a list of categories like All disabilities, Autism, Deaf-blindness, Deafness, Developmental delay, Emotional disturbance, Hearing impairment, Intellectual disabilities, Multiple disabilities, Orthopedic impairment, Other health impairment, Specific learning disability, Speech/language impairment, Traumatic brain injury, and Visual Impairment, including blindness.

Timeline for Enrolling Scholars

- Create and submit scholar record within **30 days** of the scholar's enrollment in the degree program
- The scholar must have:
 - Registered for classes
 - Received "scholar support" from the grant project
 - Signed PSA
- Selecting "Save for Later" will put the scholar in a pending status - scholars can only be in this status for 30 days



Updating Scholar Records

5. * During the current or most recent grant budget period, was this scholar considered by your institution to be a full-time or part-time scholar?

Budget Period	Full-time scholar, even if the scholar worked full-time or part-time	Part-time scholar (anything less than full-time)	Not enrolled in the program
2019 (01/01/2020-12/31/2020)	<input type="radio"/> Full-time scholar	<input type="radio"/> Part-time scholar	<input checked="" type="radio"/> Not enrolled in the program
2020 (01/01/2021-12/31/2021)	<input checked="" type="radio"/> Full-time scholar	<input type="radio"/> Part-time scholar	<input type="radio"/> Not enrolled in the program
2021 (01/01/2022-12/31/2022)	<input checked="" type="radio"/> Full-time scholar	<input type="radio"/> Part-time scholar	<input type="radio"/> Not enrolled in the program
2022 (01/01/2023-12/31/2023)	<input type="radio"/> Full-time scholar	<input type="radio"/> Part-time scholar	<input checked="" type="radio"/> Not enrolled in the program
2023 (01/01/2024-12/31/2024)	<input type="radio"/> Full-time scholar	<input type="radio"/> Part-time scholar	<input checked="" type="radio"/> Not enrolled in the program
2024 (01/01/2025-12/31/2025)	<input type="radio"/> Full-time scholar	<input type="radio"/> Part-time scholar	<input checked="" type="radio"/> Not enrolled in the program

6. * Specify the total amount of funding this scholar received directly from this OSEP-supported training grant during the current or most recent grant budget period. In calculating the total amount, include any training stipend funds used for tuition and fees, scholar stipends, books, travel in conjunction with training assignments, and other associated training expenses. Please enter \$0 for a scholar who was enrolled in the grant program but did not receive funding during the current budget period.

Budget Period	Scholar Funding Amount
2019 (01/01/2020-12/31/2020)	\$ 0
2020 (01/01/2021-12/31/2021)	\$ 1,000
2021 (01/01/2022-12/31/2022)	\$ 2,000
2022 (01/01/2023-12/31/2023)	\$ 0
2023 (01/01/2024-12/31/2024)	\$ 0
2024 (01/01/2025-12/31/2025)	\$ 0
Total	\$ 3,000

H. EMPLOYMENT INFORMATION DURING OSEP GRANT PROGRAM

* Please enter information about the scholar's employment during each budget period that the scholar was enrolled in the program, regardless whether or not funding was received that year. A scholar is considered enrolled in the program if the scholar is working toward the degree/certificate/endorsement your OSEP-supported grant was designed to support. An enrolled scholar should be taking courses, completing an internship, working on a dissertation, or performing other similar activities required for completion.

Budget Period	Employment Information
2019 (01/01/2020-12/31/2020)	Employed: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not enrolled in the program
2020 (01/01/2021-12/31/2021)	Employed: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not enrolled in the program
2021 (01/01/2022-12/31/2022)	Employed: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not enrolled in the program
2022 (01/01/2023-12/31/2023)	Employed: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not enrolled in the program
2023 (01/01/2024-12/31/2024)	Employed: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not enrolled in the program
2024 (01/01/2025-12/31/2025)	Employed: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not enrolled in the program

❖ Update enrollment, funding amount, employment, and accumulated academic years annually

❖ Data entered for budget years in sections G and H must match



Program Completion Statuses

- ❖ “Enrolled, no longer receiving OSEP funding” refers to scholars who are not receiving any PDPDCS funding but have not yet graduated or completed the training program.
 - Scholars may be finishing other academic requirements or have paused the program.
- ❖ Scholars need to complete the program (e.g., receive a degree) to be considered “completers.”
 - Use the date the scholar graduated/completed as the exit date.
- ❖ Scholars who have not graduated/completed or previously exited when a grant closes will be assigned the status of “exited without completion.”
 - Use the end date of the grant as the exit date.

Monitoring Scholars

SCHOLAR INFORMATION

Below is a chart summarizing the entry status, completion status, and service obligation status for all scholar records entered for each grant.

To begin the process to add a new scholar to a grant, select the link to "Add New Pre-Scholarship Agreement and Scholar Record (digital version)" or "Add New Scholar Record and Pre-Scholarship Agreement (PDF upload version)".

To monitor the status of all pending pre-scholarship agreements and to create new scholar records for each agreement that has been finalized, select the link to "View Pending and Approved Pre-Scholarship Agreements".

To view a list of all scholar records created in the system for each grant and their record entry, program completion, and service payback status, as well as definitions for the options under each status type, click on the "View All Scholar Records" link.

Grant Award Number: T325T160001

[Add New Scholar Record and Pre-Scholarship Agreement \(digital version\)](#)

[Add New Scholar Record and Pre-Scholarship Agreement \(PDF upload version\)](#)

[View Pending and Approved Agreements](#)

[View All Scholar Records](#)

Proposed Number of Scholars	Record Entry Status			Program Completion Status			
	Total Records Entered	Total Records Submitted	Total Records Pending	Enrolled, no longer receiving OSEP funding	Enrolled	Exited Without Completion	Completed/ Graduated
	10	10	0	0	1	0	9

Service Obligation Status						
Awaiting Completion	Awaiting Login	Fulfillment Not in Progress	Fulfillment in Progress	In Repayment	In Deferral/Exception	Obligation Fulfilled
0	1	4	3	0	0	2

Creating Digital Exit Certification

D. GRANT AND EXIT INFORMATION

Grant Number:

T456T190001

Grantee:

Michelle's Test University

Project Title:

Developing Personnel

Project Director:

Michelle Bloom

Scholar Program Status:

- The scholar exited/graduated/completed the program.
 The scholar exited without graduating/completing the program.

Date of Exit:

4/1/2023

Program Duration:

This program is one academic year or more in duration and the scholar completed one academic year of training on 12/30/2021

Accumulated Academic Years of Funding:

2.50

Total Service Obligation in Months:

60.00

Total Amount of Funding:

\$3,000.00

Date By Which Service Obligation Must Be Completed:

04/01/2033

Preparing Exit Certification

The digital version will initiate an online process to sign and finalize the Exit Certification (EC) with your scholar. When the button below is clicked, the PDPDCS will import the data from the scholar's record to generate the EC. Prior to initiating this process, verify all of the information within Section A-H are correct. You will not be able to update these sections once the EC has been finalized.

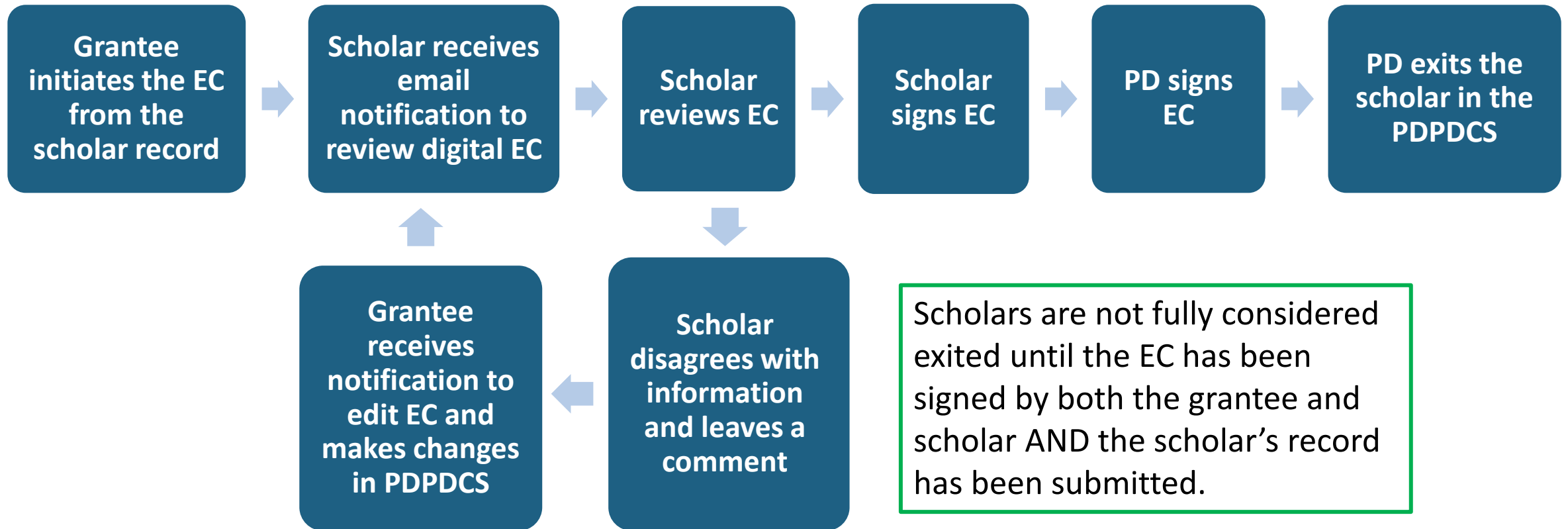
To begin, select 'Prepare Exit Certification' or 'Close' to cancel this option and return to the scholar record.

Prepare Exit Certification

Once you start the digital EC process, you will not be able to make changes to any previously entered information in the scholar record.



Digital EC Process



Measure of Skills and Knowledge

3. * Did the scholar take an exam or measure to demonstrate knowledge and skills prior to completing this OSEP-funded training program?

- Yes
- No
- Don't know

Scholars should complete at least one measure of skills and knowledge prior to exiting. These include:

- Comprehensive exams
- Dissertation defense
- Final oral exam for Master's Degree
- National organization licensure or certification test
- PRAXIS II
- Portfolio
- Practicum
- State specific licensure or certification test
- Supervisor Evaluation
- Teaching Performance Assessment
- Thesis



Service Obligation

- ❖ Scholars must **complete 1 full-time academic year** of funding to begin fulfilling their service obligation.
 - Scholars can begin entering employment while enrolled.
- ❖ Eligible employment requires that scholars are serving in **paid positions** that are **NOT a university requirement** for graduation.
 - PDPDCS will only apply credit from the start date up to the date the employment was submitted (once verified).
- ❖ Scholars should resubmit employment **every 6 months**.

Scholar View of Service Obligation Status

E1. SERVICE OBLIGATION STATUS

The service obligation information below is current as of your IHE's last update on . 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 obligation details. If you have questions regarding this information, please contact your IHE.

Accumulated Academic Years of Funding:	2.5	Total Funding Received:	\$300
Total Service Obligation Owed:	60 months	Total Grace Period Provided per Program Requirements/Regulations:	60 months
Program Completion Status:	Graduated/Completed	Service Obligation Status:	Fulfillment in Progress
Total Service Obligation Fulfilled to Date (if applicable):	8 months	Remaining Service Obligation:	52 months
Total Time Remaining for Completion of Service Obligation:	115 months	Date by Which Service Obligation Must be Completed:	1/1/2033



Monetary Repayment

- ❖ Scholars must repay the amount of scholarship assistance **not satisfied through employment**.
- ❖ Scholars will be **charged interest** on the unpaid balance of the scholarship owed; accruing from the date they entered repayment.
- ❖ PDP grants are not considered loans, cannot be combined with any other student loan, and are **not eligible for loan forgiveness**.

Scholars enter monetary repayment on the first day of the first calendar month after the scholar:

- Chooses to **enter voluntary repayment**;
- Has **not entered (enough) eligible employment**, making it impossible to complete the service obligation by the required date;
- Exits the program **prior to finishing at least one academic year**.



Deferrals and Exceptions

G. DEFERRALS AND EXCEPTIONS

Request Deferral / Exception

A scholar can receive a **deferral** if they are:

- **Enrolled full-time** in another college or university program;
- Serving on active duty as a member of the **armed services** of the United States;
- Serving as a **Peace Corps volunteer**; or
- Serving as a **full-time volunteer** under Title I of the Domestic Volunteer Service Act of 1973.

A scholar can receive an **exception** if they:

- Are unable to continue the course of student or perform the service obligation because of a permanent disability; or
- Have died.



PDPDCS Performance Measure Data



Helps measure whether the PDP is meeting its objectives.



Demonstrates program progress and effectiveness over time.



Used by Congress to determine future program funding.

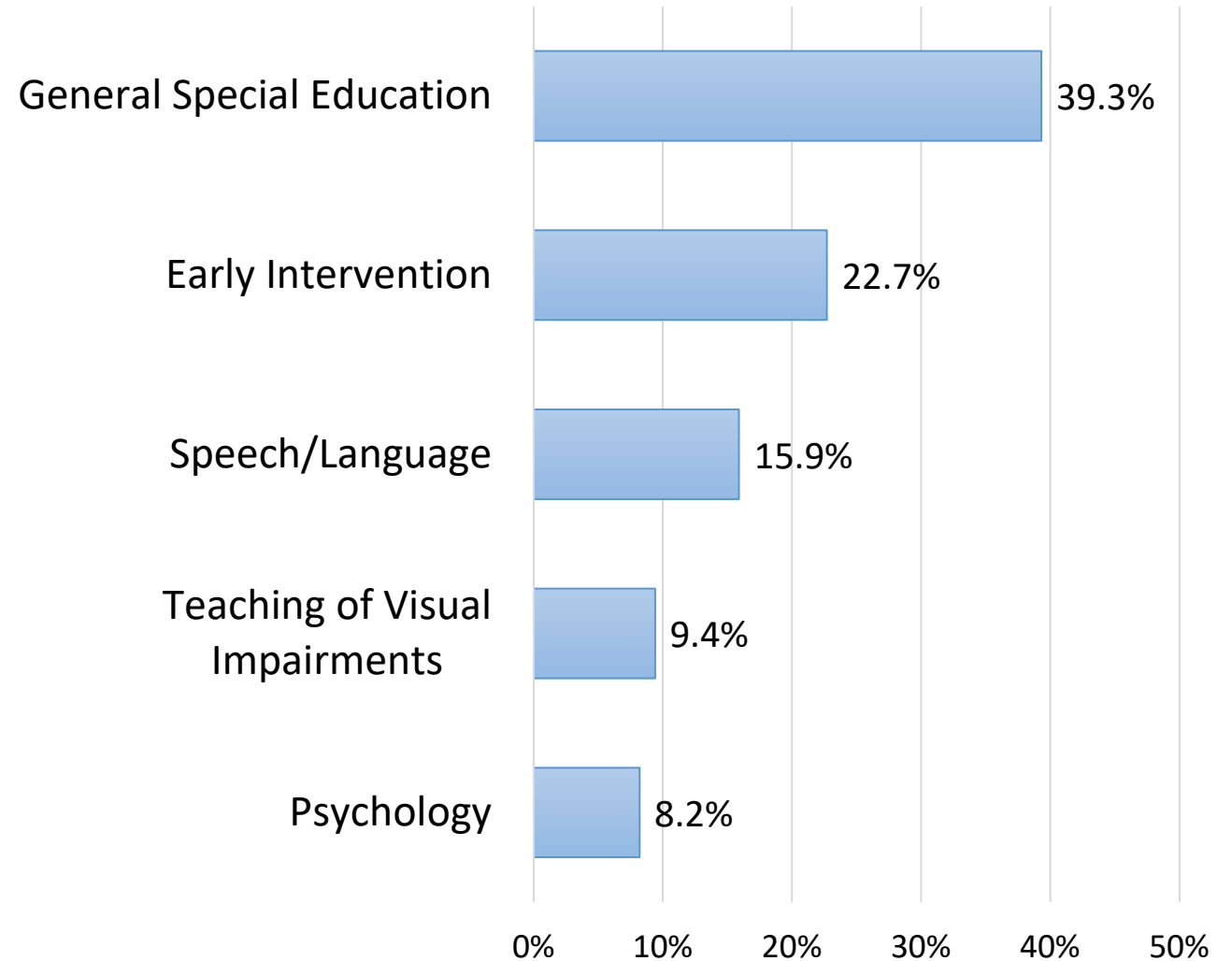


Required under the Government Performance and Results Act (GPRA).



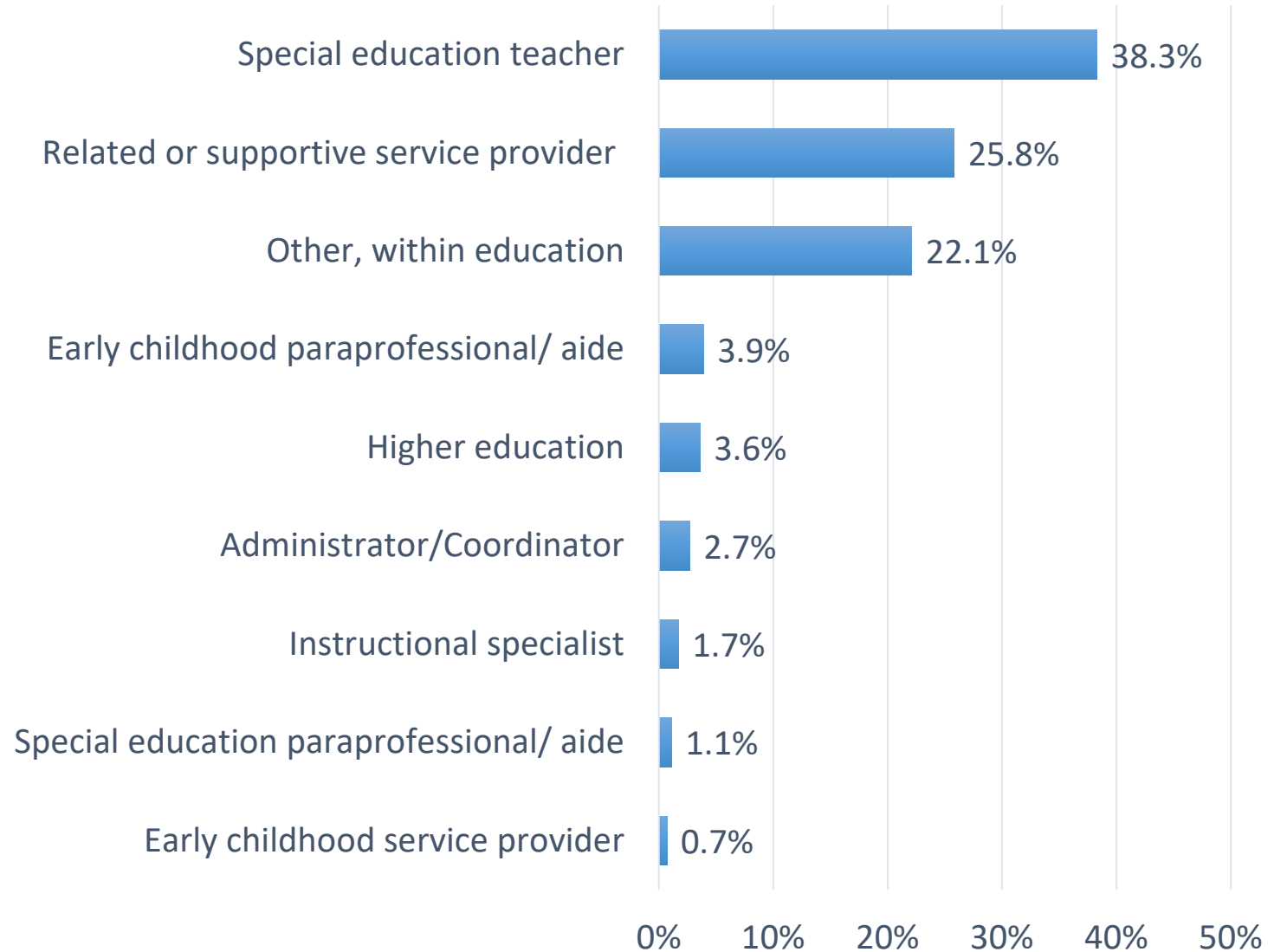
Top 5 Scholar Training Areas in 2020

As reported in 2022, General Special Education, Early Intervention, Speech/Language, Teaching of Visual Impairments, and Psychology were the top 5 training areas pursued among scholars enrolled in OSEP PDPDCS-funded programs in 2020.



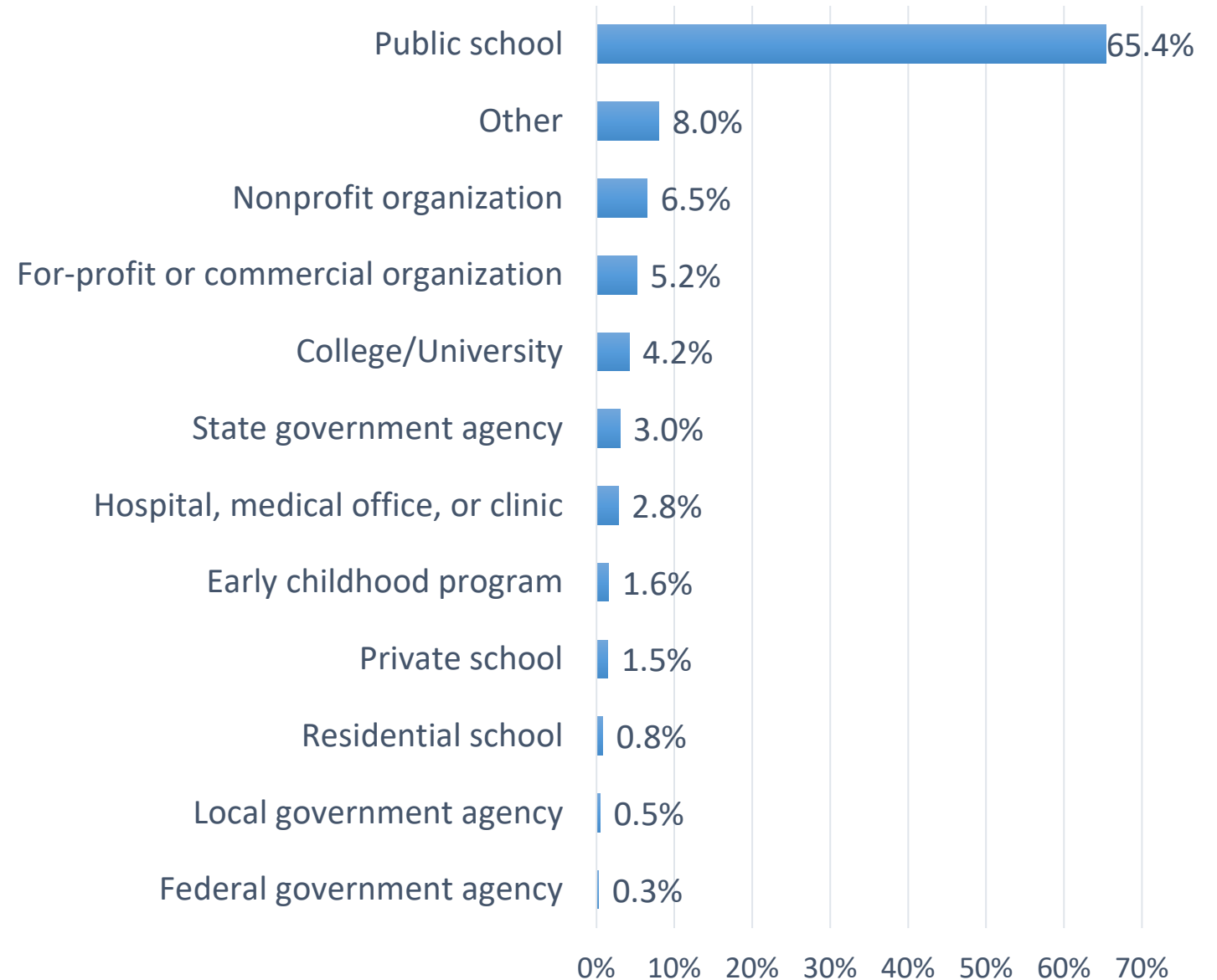
Service Obligation Position Types in 2020

This chart shows the verified employment records by position type for scholars who had fulfilled or were fulfilling their service obligation through eligible employment in 2020.



Service Obligation Organization Types in 2020

This chart shows the verified employment records by organization type for scholars who had fulfilled or were fulfilling their service obligation through eligible employment in 2020.



Thank You!

For more questions contact the Help Desk, available
8:00am – 8:00pm ET, at serviceobligation@ed.gov or
1-800-285-6276



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