PIMS C4 CTE

Updated February 2021

PIMS Submission 4 Overview
CTE Student Fact/CTE Student Credential

➢ **Course/Instructor Submission Required Templates**
- CTE Student Fact
- CTE Industry Credential
- Student Snapshot CTE Students Only (06/30) – A yearlong complied snapshot
- **Student** ** ONLY** if updates are necessary for data dependencies (not required for C4 CTE submission but necessary for updating student changes & prevent DQE errors)
- **School Enrollment** (not required for C4 CTE submission but necessary for updating student changes & prevent DQE errors)

➢ **Adult Affidavit Note**:
- Adult Affidavit Adults (AAP) are not reported in ClassMate. These Adults are tracked and reported in ClassMate's Adult Education application.
- Adults enrolled in secondary Intergenerational Adult Programs (ASP) are not reported to PIMS

➢ **Modules Required:**
- **PIMS Management >** Student PASecureID Information (if submitting updated Student template)
  - Click Edit > Insert Student Information to insert all newly enrolled students; this should be run each time you process Student PASecureIDs
  - Create Export File will generate a file for upload to PDE to obtain PASecureID's
  - Import PASecureID will import the file with the new PDE PASecureIDs
  - Update Live Database PASecureID will update ClassMate tables that currently hold the PASecureID with the PASecureIDs in this module.
- **Curriculum Management**
  - Instructional Course Offerings
- **Curriculum Options**
  - Course Certification Management
  - Course Cert Student Completion
  - Course Certs by Class
- **Student Assessment**
  - State/Industry Assessment
- **Student Enrollment**
  - ClassMate Data Validations
    - Resequence Enrollment
    - Demographics
    - Birth Dates
    - Primary Contacts
    - Missing Career Objective
    - Missing Career Pathway

- Student Master Information
- Student Scheduling
- **Special Populations**
    - Student Special Pop Management
- <mark>**PIMS Management > PIMS Export Manger - NEW**</mark>**: (new module added 2021 SY – please assign using User Module Management if you currently do not have & remove the former PIMS Export Management module as this will no longer be updated)**
    - Adding Snapshot Dates:
        - For each Collection, enter Template Submission dates, usually it will be the collection date**.**
        - Click Edit – Add Collection Submission Dates
        - Select the appropriate Collection Submission date
        - Click all templates due for that Collection and Save.
    - To include Headers in the export file, click "Include Headers" prior to exporting.
    - For Multi Locations, click the Combined Locations prior to exporting selected templates to combine all locations into one upload file or select each location to process individually. For some files, you cannot upload as individual locations and must export only as combined.
    - Prior to exporting, always select the appropriate Submission date for that specific Collection
    - Select the appropriate Collection, Domain and/or Templates, and Save to process export
    - You must re-export your PIMS templates each time changes have been made in ClassMate in order for the changes to be included in the export file. Each time a template is processed, the data is first purged and then re-inserted and a new file is created in the PIMS folder with a new time stamp.
- **State Reporting Validations**
    - Always export PIMS templates first to populate temporary PIMS tables
        - Select Missing Courses > if necessary, fix any issues, re-export all templates & regenerate validation to ensure correction
        - If encountering errors, generating and reviewing Student, School Enrollment and/or Staff validations might assist in identifying issues.
- **ClassMate PIMS Reports:**
    - Alpha CTE Student Fact – Current Yr
    - Current Yr CTE Student Credentials
    - Student Technical Hours Report

➤ **CTE Student Fact Template Crosswalk:**

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- Field 1 Submitting AUN: populated with 9-digit CTE District code; 1st 9 digits of Campus AUN
- Field 2 School Year Date: populate with default value of June 30 for spring year; format XXXX-06-30
- Field 3 PASecureID: populated with Student Master PASecureID
- Field 4 CIP School Number: populates with the last 4-digits Campus AUN (or if muli-location, Location ID) found in Base Data > Location/Building/Room Management
- Field 5 Student School Number: same as Field 4 CIP School Number.
- Field 6 CIP Code: student can only be reported in 1 CIP per location > populated from Student Scheduling > District Updates tab Program ID.
- Field 7 Delivery Method Code: populated with Delivery Method assigned to Program in Instructional Course Offerings > Program tab.
  - * REMOVED 50-Occupational and 60-Tech Prep
  - * ADDED 75-Career & Technical
- Field 8 Reporting Date: School Year Date
- Field 9 Reporting Date Period Level: Year
- Field 10 CTE Status Type Code: populated from Student Scheduling > District Updates tab > Year End Status
  - for all exceptions other than 10-Continuing
  - Senior Criteria for 40-Completed CTE Program and Graduating
    - o Grade Level = 12
    - o Year End Status = 10
    - o Student Type = HS
    - o Student has NOT been projected into new School Year
    - o Student Master has Career Pathway selected for enrolled CIP
    - o Completed all competencies on their program's task list or met appropriate related IEP objectives
    - o Completed a PDE approved occupational end-of-program assessment (or completed program which has assessment waiver)
- Field 11 CTE Program Completion Plan Code: N/A
- Field 12 Registered Apprentice Indicator: populated from State/Industry Assessment module > WBL tab
- Field 13 Internship Indicator: populated from State/Industry Assessment module > WBL tab
- Field 14 Cooperative Work Indicator: populated from State/Industry Assessment module > WBL tab.
- Field 15 Job Exploration Indicator: populated from State/Industry Assessment module > WBL tab.
- Field 16 Agriculture Experience Indicator: populated from State/Industry Assessment module > WBL tab.

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- Field 17 School Sponsored Enterprise Indicator: populated from State/Industry Assessment module > WBL tab
- Field 18 Number of Program Hours Completed: Hours earned per PASSING MP Grade and includes archive and transfer credits. Populated from Scheduling > District Updates tab – previous hours = archive credit; Technical Hours = total hours credit
  - Calculated fields updated when exporting CTE Student Fact or when running manual reset process in Master Control > Misc tab
- Field 19 Percentage of Program Complete: Student Technical Hours/Class Hours * Class Program length (Cumulative Hours in SAME CIP). Populates from Scheduling > Non-Resident Updates tab - % Complete
  - Calculated fields updated when exporting CTE Student Fact or when running manual reset process in Master Control > Misc tab
- Field 20 Cumulative PostSecondary Credits Earned: Cumulative each year for student's entire enrollment duration. Increment earned Credits each year to previous post credits. Populated from Student PIMS Information > Student 1 tab – Post Secondary Credit (manual entry for credit earned).
- Field 21: NOT COLLECTED
- Field 22 Work-Based Experience Indicator: populated from State/Industry Assessment module > WBL tab.
- Field 23: NOT COLLECTED
- Field 24: NOT COLLECTED
- Field 25: NOT COLLECTED
- Field 26 Pell Grant Indicator: 'BLANK' ADULT AFFIDAVIT REPORTING ONLY
- Field 27: NOT COLLECTED
- Field 28 Task List Completion Indicator:
  Valid Values Y-Yes
  N-No
  N/A-Indicates the template record applies to AAP student or a student not in 12th grade (defaults for ALL Underclassmen & AAP)
  - If Program Delivery Method = 70
    - All Curriculum Management POS=T tasks have been 'passed' student exports = Y; otherwise = N
  - If Program Delivery Method = 75
    - All Curriculum Management REQ=T tasks have been 'passed' student exports = Y; otherwise = N
  - Override > Student PIMS Information module > Student 2 tab > POS Completion Indicator

- Field 29: NOT COLLECTED
- Field 30: Perkins Concentrator:
  - Valid Values Y-Yes (2 Courses/480 Hours) / N-No

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- Field 31 Perkins Participant:
  - Valid Values Y-Yes (2 Courses/480 Hours) / N-No
    - Automatically exports 'Y' if field 30 (Perkins Concentrator) = 'Y'
- Field 32: NOT COLLECTED
- Field 33 Simulated Work Environment: NOT COLLECTED
- Field 34 Certificate of Apprenticeship: NOT COLLECTED
- Field 35 Degree Awarded: NOT COLLECTED
- Field 36 Adult Cumulative Credit Equivalency: NOT COLLECTED

➢ CTE Student Industry Credential Template Crosswalk:

exports Course Instructor information for classes in Instructional Course Offerings

- Field 1 Submitting AUN: populated with 9-digit CTE District code; 1st 9 digits of Campus AUN
- Field 2 School Year Date: populate with default value of June 30 for spring year; format XXXX-06-30
- Field 3 PASecureID: populated with Student Master PASecureID
- Field 4 Student School Number: populates with the last 4-digits Campus AUN (or if muli-location, Location ID) found in Base Data > Location/Building/Room Management
- Field 5 CIP Code: student can only be reported in 1 CIP per location > populated from Student Scheduling > District Updates tab Program ID.
- Field 6 Delivery Method Code: populated with Delivery Method assigned to Program in Instructional Course Offerings > Program tab.
  - * REMOVED 50-Occupational and 60-Tech Prep
  - * ADDED 75-Career & Technical
- Field 7 Industry Credential Code: Credentials must be earned in reporting year for CIP. Tracked in Curriculum Options > Course Cert Student Completion.
- Field 8 Credential Earned Date: Tracked in Curriculum Options > Course Cert Student Completion.
- Field 9 Credential Earned Period Level: Year