

PIMS C6 Safe Schools

Updated February 2021

➤ Course/Instructor Submission Required Templates

- District Fact (**ONLY submitted, if site DOES NOT have any directly employed or contracted school security staff.)
- Incident
- Incident Offender
- Incident Offender Disciplinary Action
- Incident Offender Infraction
- Incident Offender Infraction Weapon
- Incident Offender Parent Involvement
- Incident Victim
- Person
- Location Fact
- Staff (School Security Personnel Only) ** ONLY** Submitted if site has directly employed or contracted school security staff.
 - Staff Snapshot 6/15/xxxx (School Security Personnel Only)
 - Staff Assignment (9998 Only)
 - Staff Development Fact
- Student ** ONLY** if updates are necessary for data dependencies (not required for C6 Safe Schools submission)

➤ Modules Required:

- **Admin Discipline – Discipline Maintenance:**
 - Make sure all disciplines are properly flagged for
 - 1) Merits an Arrest Yes/No
 - 2) Merits a Citation Yes/No
- **Admin Discipline – Discipline Referrals:**
 - All discipline referrals MUST be entered in ClassMate
 - Discipline Incidents which result in multiple reportable misconducts should be entered as multiple referrals for each misconduct involved.
- **Admin Discipline - Discipline Suspension Information:**
 - All Out of School Suspension information MUST be entered in ClassMate
 - Verify all suspension information has properly been assigned to a PDE Suspension Category were applicable
 - Reportable PDE Suspension Categories include Academics and Violation of Student Code of Conduct
- **Admin Discipline – Citation/State Reporting Management:**
 - **Misconduct Tab**
 - Select the appropriate misconduct
 - Misconducts are managed by Harris based on the State Misconducts
 - Default misconduct = 000099 None; not reportable to Safe School Incidents.
 - Misconducts with state codes ≥ 30 & ≤ 33 result in “Against Property”- Yes
 - Merits Citation/Arrest: this section is read only from the Discipline Maintenance Information. If a student received a Citation/Arrest and the section is flagged for NO, you must perform the following;

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- Verify the discipline associated with the student's referral is correct
 - In Discipline Maintenance, change the Citation/Arrest to Yes for the discipline
 - Or Change Student's discipline in the referral to a discipline that allows for a citation/arrest.
- If incident was investigated by law enforcement and determined to be unfounded update **Unfounded Indicator = Yes**
- **Details Tab:**
 - Offender Status: select the appropriate Student Status
 - Arrest Information: Defaults to N – Not arrested, if student was arrested or is pending arrest sites must change this, example: AR – Arrested but not for weapons violation
 - Adjudication Information: if the student is Pending Arrest, Arrested for Weapons Violation, or Arrested No Weapons clients **MUST** select an Adjudication (example: Citation), Unknown is choice that can be selected if the site does not know what Adjudication was given to the student.
 - Sanction: Select what the student received, ex: OS – Out of School Suspension
 - Duration: auto-populates with the number of days entered in the Days Suspended field under the Suspension Assignment button found in the Administrative Discipline Referrals Module
 - Received Services: Default is “No”; select appropriately.
 - Parental Involvement: check all that apply
 - Weapon: select the weapon involved, if No weapon was involved select No Weapon
 - Drop down selections are maintained by Harris based on State Codes
- **Incident Tab:**
 - Unique Incident #: must be unique per incident; if multiple students are involved in the same incident use the same incident # for all involved students.
 - LLE Incident # - NEW FIELD – incident number used by local law enforcement to identify the incident
 - Location of Incident: select appropriate location; dropdown selection maintained by Harris based on State Codes.
 - OPTIONAL Data Entry; Local use only, not required:
 - # of Offenders
 - Local Offender ID #
 - # of Victims
- **Remedial Programs Tab:**
 - Remedial Program list is maintained by Harris based on State Codes
 - Student may have more than one remedial program or incident; select all that apply
 - If no remedial program, select NONE.

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▪ **Student Enrollment > ClassMate Data Validations:**

• **Suspension & Referrals:**

- Invalid Attendance for Suspension Referral
- Missing location – place occurred
- Missing Unique incident #
- Missing Misconduct for Referrals with Unique incident #

▪ **State Reporting – Safe Schools Management:**

▪ **Data:** When this module opens, a process performs the following:

- All Safe school information other than victim data, is purged and re-inserted.
- The insert process reads thru the Student Discipline referral information and populates temporary export tables with all necessary Safe Schools Information

▪ **UPDATES:**

- ONLY a few data elements can be updated in this module. Since the data is purged each time it is opened, it is important to save all updates till the very end right before submission.

Those elements able to be updated are as follows:

○ Person Tab:

All victims, parents, employees, etc. other than CTC students already associated with incident must be entered.

○ Offender Tab:

Primary Placement Type (Type = Student with IEP) – defaults to No update if necessary, based on PIMS Manual

Injury Severity – select the appropriate code from drop down

Weapons Detected Method - required with Arrest Code YW – arrested for weapons violation

○ Infractions Tab:

Weapon Count -

Weapons Grid – defaults each Weapon entered in Citation State

Reporting Management to 0. Select Weapon from grid to adjust count & click Update

○ Disciplinary Action Tab: Received Services.

○ Victims: all victim information must be entered on the Victim tab

○ Comments: Refer to PIMS Manual Vol 1 for the definition & rule for when each comment box must be completed.

▪ Offender – comment box: Weapon Detected Comment

▪ Infraction – comment box: Infraction Comment

▪ Disciplinary Action – comment box: Disciplinary Action Comment

▪ Parent Involvement – comment box: Parent Involvement Comment

▪ Victim – comment box: Incident Victim Comment

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- All Safe School Student Referral and Incident updates, other than previous updatable data element list, must be handled in the appropriate ClassMate Discipline modules (Citation/State Reporting and Suspension modules)
- In order for your changes to be exported, you must re-open Safe Schools Management to ensure that your changes have been properly populated in the Safe School temporary export tables.
- All changes should now be visible in this module.
- **PERSON TAB:**
 - Any person affiliated with an incident must be listed as a person for that incident including victims. By default, each student that was linked to the incident in Citation/State Reporting module will appear on the Person Tab, however, Victims, Employees, parents, etc. must all be entered in Safe School Management
 - District: leave blank for all CTC students and when unknown.
- **OFFENDER Tab:**
 - **Type:** For Students – ClassMate will auto-populate this field with either Student or Student with IEP. For Person’s (Employee or People not affiliated with the School) – Customers MUST select a Type
 - **Primary Placement Type** – Defaults to NO, if Type = Student with IEP change to Yes, if identified student was placed in a residential facility or group home in same state by a non-educational agency.
 - **Injury Severity** – make appropriate selection from drop down
 - **LLE Contacted** – Defaults to NO, auto-populates to Yes if LLE Department & LLE Contact information in Citation/State Reporting Module is completed
 - **Unfounded** – Defaults to NO – change to Yes, if a reported incident was investigated by law enforcement & determined to be unfounded.
 - **LLE Office** –auto-populates if LLE Department & LLE Contact information in Citation/State Reporting Module is completed
 - **LLE Incident #** - auto-populates if LLE Incident # in Citation/State Reporting module is completed
 - **Arrest** –auto-populates if Arrest information on Details Tab in Citation/State Reporting Module is completed
 - **Alternative Ed** –auto-populates if Alternative Ed is selected on Remedial Programs Tab in Citation/State Reporting Module
 - **Adjudication** – auto-populates based off what you select in Citation/State Reporting Module ONLY if the Arrest status is Yes, with weapon or arrested without weapon. There must have been an arrest before adjudication can be populated. If there is no arrest, adjudication is exported blank
 - **Grade** –auto-populates, if you feel that the incorrect grade is showing, DO NOT change it in this module, contact your Student Services, have them change the grade in the appropriate ClassMate module and then perform the Insert Incident Information process again by opening Safe Schools Management
 - **Age** - auto-populates based off the Students Birthdate that is entered into ClassMate

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- **Weapon Detected Method** – if a weapon is part of the incident clients MUST select a Weapon Detected Method. Only populate with Arrest Code: YW – arrested for weapons violation
- **Weapon Detected Comment** – Review PIMS Safe School Comment Guide for more details concerning Comment requirement
- **PRM Disability** – required if student identified as having IEP and is auto-populated based on students' Primary indicator in Special Populations module
- **Offender DOR** – auto-populated based on students District of Residence
- **INFRACTIONS Tab:**
 - Updates from Citation/State Reporting Management
 - Record any **Weapon Counts**, if weapon was involved
 - **Infraction Comment** - Review PIMS Safe School Comment Guide for more details concerning Comment requirement
 - **Weapons Grid** – update individual weapons count by selecting and inputting count in field and clicking Update button. (for NEW Incident Offender Infraction Weapon template reporting)
- **DISCIPLINARY ACTION Tab:**
 - Record all necessary information for the person if it is a School Employee or Non-affiliated person.
 - Disciplinary Action Comment - Review PIMS Safe School Comment Guide for more details concerning Comment requirement
- **PARENT INVOLVEMENT Tab:**
 - Updates from Citation/State Reporting Management
 - Parent Involvement Comment - Review PIMS Safe School Comment Guide for more details concerning Comment requirement
- **VICTIM Tab:**
 - Enter all known victim information. Type, Injury severity, and medical treatment must be provided.
 - Incident Victim Comment - Review PIMS Safe School Comment Guide for more details concerning Comment requirement
- **State Reporting – Safe Schools Non-Student Incidents:**
 - Use this module to report Incidents that occur at the CTC but do not involve students who attend the CTC. These incidents cannot be tracked in Discipline Referral but must be reported to Safe Schools.
 - Data entered in this module is not purged. Once it is entered and saved, it will be exported. Therefore, it must be reviewed for accuracy prior to exporting Safe Schools.
 - All Safe Schools Incident information must be entered for each incident.
 - If a theft occurred and the Person who committed the theft is not known, enter the Person as unknown.
- **Personnel Management – Employee Management:**

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- If your school employs or contracts services for police, school security/resource officers you **MUST** enter the data into Employee Management Module.
If your school does not have security, then the **District Facts Template** is required.
- Required Fields for Security Personnel – **General Tab**:
 - State PPID OR MPTID #:
 - If employee has PPID enter in State PPID filed, otherwise for school security personnel without a PPID; use the 5- or 6-digit Municipal Police Officer Training ID (MPTID) preceded by SS; or if the school security personnel does not have an MPTID the LEA must assign a unique & consistent 5- or 6-digit ID preceded by SS
 - City Information: cannot be blank
- **PIMS Tab**:
 - Primary location: 000000 Unassigned Generic Central Office
 - Staff Qualification Status: select appropriate status
 - Elem/Sec Professional Personnel (ESPP): select Yes
 - Authorized to Carry a Weapon: select Yes or No
- **PIMS Assignment Tab**: Create an assignment
 - Select Certificated = No
 - Select School Security Personnel from the assignment drop down
 - Select Unassigned Generic Central Office location
 - Enter the % Time – Cannot be zero or over 100%
 - Enter the Start Date
 - Enter the End Date – if Security Personnel is still with the school leave 01/01/1900
- **Personnel Management – Security Personnel Certifications**:
 - Record all Training Qualifications for each Security Personnel
 - Enter the training Start Date for each Training Qualification per Security Personnel
 - Enter the Training Hours for each Training Qualification per Security Personnel
 - For INITIAL, WEAP, CPR, and FIRST AID, use the actual date qualification was obtained or training occurred.
 - For MPOETC, NASRO and LOCAL trainings, use School Year Date of YYYY-06-30 ** Per PIMS – this date must be in the Current School Year **
- **PIMS Management > PIMS Export Manger - NEW**:
(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.

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- 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
 - For Staff Security Officer Submissions, you MUST check the Safe Schools Staff checkbox; otherwise, regular staff data will be exported.
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- **State Reporting - 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.
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- **ClassMate PIMS Reports:**
 - Administrative Discipline - Discipline Incident Information Report
 - State Reporting:
 - PDE-360 Violence & Weapon Possession
 - Safe Schools OSS Totals
 - Safe Schools OSS Details
 - Safe Schools Incident Form
 - Safe Schools Offender Report: must export Incident Templates before generating report
 - Safe Schools Victim Report: must export Incident Templates before generating

Course Template Crosswalk:

➤ **Person:**

- Field 1 Submitting AUN: 1st 9 digits of Campus AUN (CTC District Code)
- Field 2 Person ID: 10-digit Person ID from Safe Schools Person Tab or Non-Student Incidents
- Field 3 School Year Date: default date XXXX-06-30
- Field 4 Person AUN: District displayed in Safe Schools Person tab – person district. For CTC students, this will export blank.
- Field 5 PASECUREID: 10-digit Student Master PASECUREID
- Field 6 Local Person ID: 9-digit local CTC student ID
- Field 7 First Name: Student Master > First name
- Field 8 Last Name: Student Master > Last Name
- Field 9 Race/ Ethnicity:
 - if multi-racial = No then Student Master > Race
 - If multi-racial = Yes

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- and Student Master > Race =4 then Student Master race (you cannot be multi-racial when Hispanic)
- and Student Master > Race <> 4 then 6; Multi-racial
- Field 10 Gender: Student Master > Gender

➤ Incident:

- Field 1 Submitting AUN: 1st 9 digits of Campus AUN (CTC District Code)
- Field 2 School Year Date: default date XXXX-06-30
- Field 3 Incident ID: Unique auto generated # based on Student Referral Incident #'s
 - For Multi-Location sites:
 - location Type CTE3 starts auto numbering at 1000
 - location Type CTE2 starts auto numbering at 500
 - location Type CTE1 starts auto numbering at 1
- Field 4 Incident Date: Student Referral – referral Date
- Field 5 School Number of Incident: CTC 4-digit Branch code, last 4 digits of Campus AUN or location ID.
- Field 6 Local Incident ID: Citation/State Reporting –Incident Tab – Student Referral Unique Incident ID
- Field 7 Incident Place Code: Citation/State Reporting –Incident Tab – Student Referral Incident location
- Field 8 Incident Time Frame:
 - When Incident Place code = On School Property - Before school hours then = 1 – before school hours
 - When Incident Place code = On School Property - During school hours then = 2 – during school hours
 - When Incident Place code = On School Property - After school hours then = 3 – after school hours
 - Otherwise blank
- Field 9 Incident Against Property Indicator: Based on Student Referral Misconduct code.
 - The following misconducts result in “Against Property” Yes
 - Burglary = #30
 - Arson = #31
 - Vandalism = #32
 - Criminal Trespass = #33
 - All others “Against Property” No
- Field 10 – Field 23 – NOT COLLECTED
- Field 24 Unfounded Indicator: Y/N indicator identifies a reported incident that was investigated by law enforcement and determine to be unfounded
- **Field 25 LLE Incident Number – Incident number used by local law enforcement to identify the incident: Citation/State Reporting – Incident tab**

➤ INCIDENT OFFENDER:

- Field 1 Submitting AUN: 1st 9 digits of Campus AUN (CTC District Code)

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- Field 2 Incident ID: Unique auto generated # based on Student Referral Incident #'s
- Field 3 Offender ID: 10-digit Student Master PASecureID
- Field 4 School Year Date: default date XXXX-06-30
- Field 5 Offender Type Code: Citation/State Reporting – Details Tab: Student Referral Offender Status
- Field 6 Age At Time Of Incident: Calculated from Student Master > Birth Date
- Field 7 Grade Level At Time Of Incident: Student Enrollment > Grade Level
- Field 8 LLE Notified Indicator: If Citation/State Reporting-Misconduct LLE Contact information = blank then N, else Y
- Field 9 Name of LLE Office Contacted: Citation/State Reporting-Misconduct LLE Contact information
- Field 10 Arrested Code: Citation/State Reporting-Details Tab – Arrest information
- Field 11 Adjudication Code: Citation/State Reporting-Details Tab – Adjudication information
- Field 12 Assigned To Alternative Education Indicator: If student referral remedial program for Alternative Education exists then Yes otherwise; No
- Field 13 Weapon Detected Method Code: Safe School Management- Offender tab – Weapon method. Only populate this data if Arrest Code = YW – arrested for weapons violation
- Field 14 Weapon Detected Comment: Safe School Management – Weapon comment
- Field 15 – NOT COLLECTED
- Field 16 Primary Disability Code: Required if Incident Offender Field 5 = 2 – Student with IEP – populates from Student Special Populations module - Primary Disability
- Field 17 Injury Severity Code – specifies whether the offender sustained a physical injury: Safe Schools Management > Offender tab
- Field 18 – NOT COLLECTED
- Field 19 - NOT COLLECTED
- Field 20 – NOT COLLECTED
- Field 21 Sending District or Charter AUN: Required if Incident Offender Field 5 = 1, 2, or 3
- Field 22 Primary Placement Type: Required if Incident Offender Field 5 = 2 – Student with IEP
 - If at the time of the incident, student was placed in a residential facility or group home by a non-educational agency (e.g. court systems; departments of corrections; departments of children, youth, and families; department of social services; etc) then = Y; otherwise N

➤ INCIDENT OFFENDER DISCIPLINARY ACTION:

- Field 1 Submitting AUN: 1st 9 digits of Campus AUN (CTC District Code)
- Field 2 Incident ID: Unique auto generated # based on Student Referral Incident #'s
- Field 3 Offender ID: 10-digit Student Master PASecureID
- Field 4 Disciplinary Action Code: Citation/State Reporting Detail Tab Sanctions and Remedial Programs tab- Student Referral Remedial Programs
- Field 5 School Year Date: default date XXXX-06-30
- Field 6 – NOT COLLECTED
- Field 7 – NOT COLLECTED

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- Field 8 Disciplinary Action Duration: Discipline Suspension Information – Student Referral Days suspended
- Field 9 – NOT COLLECTED
- Field 10 Received Services Indicator: Safe School Management –Disciplinary Action tab – received services.
- Field 11 Disciplinary Action Comment: Safe School Management –Disciplinary Action tab – Disciplinary Action Comment.

➤ INCIDENT OFFENDER INFRACTION:

- Field 1 Submitting AUN: 1st 9 digits of Campus AUN (CTC District Code)
- Field 2 Incident ID: Unique auto generated # based on Student Referral Incident #'s
- Field 3 Offender ID: 10-digit Student Master PAMSecureID
- Field 4 Infraction Code: Citation/State Reporting – Misconduct tab -Student Referral Misconduct State code
- Field 5 School Year Date: default date XXXX-06-30
- Field 6 Weapon Count: Safe Schools management- infraction tab – weapon count
- Field 7 Infraction Comment: Safe Schools management- infraction tab – Infraction Comment

➤ INCIDENT OFFENDER INFRACTION WEAPON:

- Field 1 Submitting AUN: 1st 9 digits of Campus AUN (CTC District Code)
- Field 2 Incident ID: Unique auto generated # based on Student Referral Incident #'s
- Field 3 Offender ID: 10-digit Student Master PAMSecureID
- Field 4 Infraction Code: Citation/State Reporting – Misconduct tab -Student Referral Misconduct State code
- Field 5 School Year Date: default date XXXX-06-30
- Field 6 Weapon Code: Citation/State Reporting – Details tab – Weapon State Code
- Field 7 Weapon Count: Safe School Management – Infractions tab > Weapons Grid individual Weapon Count

➤ INCIDENT OFFENDER PARENT INVOLVEMENT:

- Field 1 Submitting AUN: 1st 9 digits of Campus AUN (CTC District Code)
- Field 2 Incident ID: Unique auto generated # based on Student Referral Incident #'s
- Field 3 Offender ID: 10-digit Student Master PAMSecureID
- Field 4 Parental Involvement Code: Citation/State Reporting – Details tab -Student Referral Parent Involvement. Check all that apply.
- Field 5 School Year Date: default date XXXX-06-30
- Field 6 Parent Involvement Comment: Safe Schools management- Parent Involvement tab – Parent Involvement Comment

➤ INCIDENT VICTIM:

- Field 1 Submitting AUN: 1st 9 digits of Campus AUN (CTC District Code)
- Field 2 Incident ID: Unique auto generated # based on Student Referral Incident #'s
- Field 3 Victim ID: Unique Person ID associated with Victim in Safe Schools Management
- Field 4 School Year Date: default date XXXX-06-30

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- Field 5 Victim Type: Safe Schools Management- Victim tab - Type
- Field 6 Age At Time Of Incident: Safe Schools Management- Victim tab - age
- Field 7 Grade Level At Time Of Incident: Safe Schools Management- Victim tab - Grade
- Field 8 Student Assistance Program Referral Indicator: Safe Schools Management- Victim tab – SAP Referral
- Field 9 Injury Severity Code: Safe Schools Management- Victim tab- Injury Severity
- Field 10 Medical Treatment Required Indicator: Safe Schools Management- Victim tab – Medical treatment
- Field 11 – NOT COLLECTED
- Field 12 Incident Victim Comment: Safe Schools Management- Victim tab – Incident Victim Comment

➤ Location Fact:

- Field 1 Submitting AUN: 1st 9 digits of Campus AUN (CTC District Code)
- Field 2 School Number: CTC 4 digit Branch code, last 4 digits of Campus AUN or location ID.
- Field 3 School Year Date: default date XXXX-06-30
- Field 4 Category 1: state category is populated here: (INCIDENTS, TRUANCY, SUSPENSION, EXPULSIONS)
- Field 5 Category 2: sub-category (“ZERO”, “GRADE”, “ETHNICITY”, “GENDER”)
- Field 6 Category 3: sub-category2 (009,010,011,012, SUG, 1,9,3,4,5,6, 10)
- Field 7 Category 4: sub-category 4 (ZERO,CONDUCT,ACADEMIC)
- Field 8 – 13 – NOT COLLECTED
- Field 14 Measure Type: “COUNT”
- Field 15 Count: number of students who are associated with the specific sub-category criteria

➤ District Fact – ONLY export if no Security Personnel

- Field 1 Submitting AUN: 1st 9 digits of Campus AUN (CTC District Code)
- Field 2 School Year Date: default date XXXX-06-30
- Field 3 Category 1: state category is populated with “SECURITY”
- Field 4 Category 2: sub-category “ZERO”
- Field 5 – NOT COLLECTED
- Field 6 Measure Type: “COUNT”
- Field 7 Count: 0

❖ **Student:** refer to PIMS October Submission Overview

❖ **Staff:** refer to PIMS Staff Submission Overview

❖ **Staff Assignment:** refer to PIMS Staff Submission Overview

❖ Staff Development Fact:

- Submitting AUN: 1st 9 digits of Campus AUN (CTC District Code)
- PPID: Personnel Management - Employee Management – State PPID
- Activity Code: Personnel Management - Security Personnel Certifications – Activity code

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- Activity Start Date: Personnel Management - Security Personnel Certifications – Activity Start Date
- Activity Hours: Personnel Management - Security Personnel Certifications – Activity hours