PIMS
Safe Schools Submission

C6 Safe Schools Submission

Please reference PIMS Collection Calendar for Collection Window and ACS Due Dates

February 2021

Agenda

- Overview of PIMS Safe School Submission – including Remining PIMS Reporting Dates, Templates & ACS Due Dates

- Module Requirements for PIMS Safe School

- ClassMate Discipline Overview
  - Pre-Requisites

- PIMS Admin Discipline
  - Citation/State Reporting Management
    - Misconduct
    - Details
    - Incident
    - Remedial Programs

- ClassMate Data Validations

- Safe Schools Management
  - Person Tab
  - Offender Tab
  - Infractions Tab
  - Disciplinary Actions Tab
  - Parental Involvement
  - Victim Tab

Agenda

- Safe Schools Non-Student Incidents
- Security Personnel
  - Employee Management
    - General Tab
    - PIMS Assignment Tab
    - PIMS Tab
- Security Personnel Certifications
- PIMS Export Management – NEW
- State Reporting Validations
- ClassMate PIMS Reports

Safe Schools

Overview of PIMS Safe Schools Submission

- The following templates are included in the PIMS Safe Schools Submission:
  - Discipline Domain Templates – which are:
    - Incident
    - Incident Offender
    - Incident Offender Disciplinary Action
    - Incident Offender Infraction
    - Incident Offender Infraction Weapon
    - Incident Offender Parental Involvement
    - Incident Victim
    - Person
    - Location Fact
    - District Fact - **ONLY submitted if the site DOES NOT have any directly employed or contracted school security staff
  - Student (if updates are necessary for data dependencies, not required for C6 Safe Schools submission)
  - 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 Development Fact
    - Staff Assignment (9998 Only)

- All ClassMate PIMS Documentation can be found on our ClassMate Documentation Website **https://www.classmate.net/classmate-user-state-documentation/**

PIMS Collections, Templates, & Reporting Dates

To obtain the remaining PIMS reporting dates, templates & ACS Due Dates visit the PDE website > select Manuals and Calendar to access/download the PIMS Elementary/Secondary Collection Calendar.

- ClassMate recommends you check the PIMS website often as PIMS often updates this calendar through out the year.

Safe Schools

Updates for 2021 Submission

- **INCIDENT TEMPLATE:**
  NEW Field 25 – LLE INCIDENT NUMBER – Incident number used by local law enforcement to identify the incident

- **INCIDENT OFFENDER TEMPLATE:**
  NEW Field 17 – INJURY SEVERY CODE – Specifies whether the offender sustained a physical injury
  - Valid Values:
    - 1 – Offender did not sustain physical injury
    - 3 – Injury but NOT serious bodily injury
    - 4 – Serious bodily injury
    - 5 - Death

At this time, we do not have the functionality in ClassMate for Fire Drill, Bus Evac and AED reporting

NEW MODULE ALERT: PIMS EXPORT MANAGEMENT – NEW
 - necessary for all PIMS Exports

Safe Schools

- The following Modules & Reports are required to complete the PIMS Safe School Submission:

- Discipline Administrators should have the following:
  - Admin Discipline
    - Discipline Maintenance – verify all disciplines are properly flagged for Merits Arrest; Merits Citation
    - Discipline Referrals
    - Discipline Suspension Information
    - Citation/State Reporting Management
  - State Reporting
    - Safe Schools Management
    - Safe Schools Non-Student Incidents
    - State Reporting Validations
  - Personnel Management
    - Employee Management
    - Security Personnel Certifications
  - Student Enrollment
    - ClassMate Data Validations
  - PIMS Management
    - PIMS Export Management – NEW
  - Recommended Reports
    - Administrative Discipline
      - Discipline Incident Information Rep
    - State Reporting
      - PDE-360 Violence & Weapon Possession
      - Safe Schools OSS Totals
      - Safe Schools OSS Detials
      - Safe Schools Incident Form
      - Safe Schools Offender Report
      - Safe Schools Victim Report

- **Note:** Both the Safe Schools Offender & Victim reports require the templates related to the Safe Schools Submission be exported before running the reports.

Safe Schools

ClassMate Discipline Pre-Requisites

- All Discipline Referrals must be entered into ClassMate
- All OS Suspension/Expulsion Information must be entered into ClassMate
- All PDE Suspension Categories identified for appropriate offenses

- This QRG (Quick Reference Guide) is meant to assist you in preparing your Safe Schools Discipline Templates required for PIMS.   Please reference the PIMS 6 Safe Schools Overview for high level review including PIMS Template field Crosswalk

- This documentation assumes that ClassMate users have been:
  - Entering discipline referrals into ClassMate for the entire school year. If that is not the case, the discipline referrals will need to be entered & processed **BEFORE** any further action can be taken. This includes processing all referrals through close, entering all suspensions and entering all PDE suspension categories in ClassMate.

Safe Schools

Process All Discipline Referrals as you normally would in ClassMate

Complete ALL Discipline Referrals for the entire year before inserting Discipline data

Insert Discipline Data into Citation/ State Reporting Management Module

Enter ALL additional Discipline Data for each incident into Safe Schools Mgmt Module

Export Safe School Related Templates from ClassMate

Upload Templates to PIMS

Safe Schools

Harris School Solutions

Getting Started - Entering Citation Information

You can record Citation information at the time of entering/completing a students discipline in the Admin Discipline Referral module, if known, by clicking the YELLOW – Citations/State Reporting 'go-to' button found on the Actions tab.

This will 'go-to' and open the Citation/State Reporting Management module for you to make your entries.

If not known at that time you can select to update by accessing the Citation/State Reporting Management module directly at a later time.
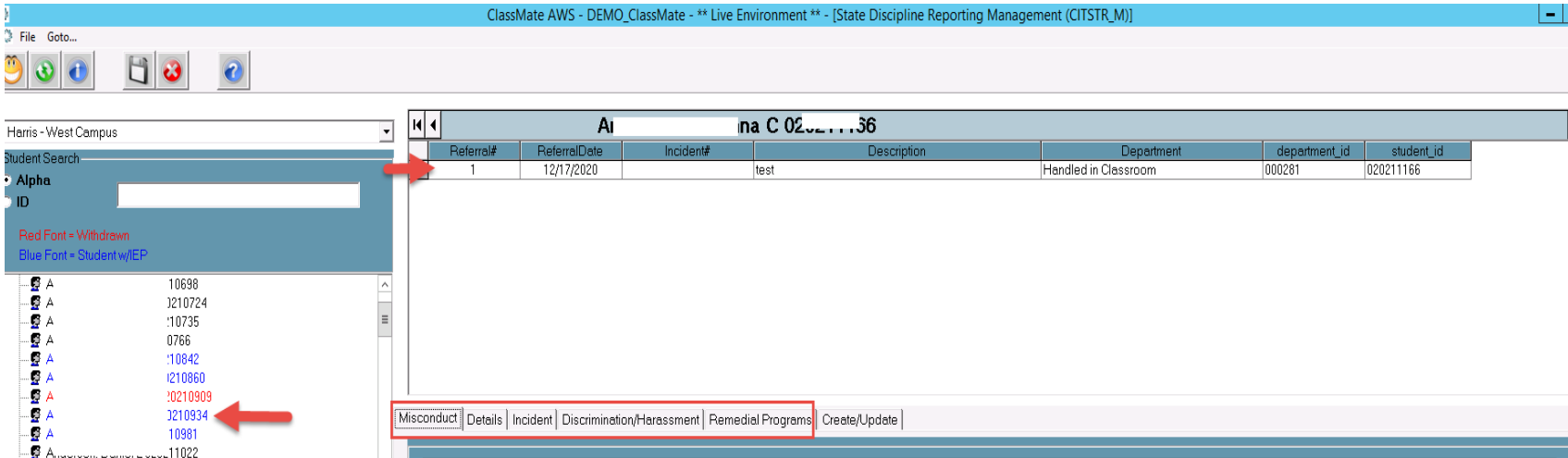
Note: You should have source documentation indicating those students that have reportable offenses identified in the ClassMate suspension module.

The ClassMate **360 PDE Violence & Weapons Possession** report (located under Reports, State Reporting) or the **PDE Incident Collection Form** are good examples.

Safe Schools

- Select Student from left student list
- Select the desired **Discipline Referral** from the top grid on the right by clicking on it to select
- Once the referral is selected complete each of the five tabs with the necessary information related to that referral.
- The five tabs are:
  - Misconduct
  - Details
  - Incident
  - Discrimination/Harassment
  - Remedial Programs

Safe Schools

Misconduct Tab

1. Select the Misconduct that applies to the referral (example: Fighting)
2. Record Citation Information – if applicable
3. Record LLE Information & adjust Unfounded Indicator - if applicable
4. Click Save

Note: Only eligible misconducts will allow for Citation & LLE data entry. This section is read only from the Discipline Maintenance Information module.
* If a student received a Citation/Arrest and the section is flagged for NO, you must perform the following:

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.

Safe Schools

Details Tab – required fields

1. **Offender Status** – should default to the status that applies to the student, otherwise can be changed here.
2. **Arrest** – select information from dropdown – Defaults to N – Not arrested, if student was arrested or is pending arrest sites must change this.
3. **Adjudication** – select information from dropdown - 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.
4. **Sanction** – select what the student received, ex: OS – Out of School Suspension
5. **Duration** – this information will auto-populate with the number of days that was entered in the Days Suspended field under the Suspension Assignment button found in the Administrative Discipline Referrals Module
6. **Received Services** - If the Student Received Services click Yes. The Default is "No"
7. **Parental Involvement** – check all that apply
8. **Weapon** – select the weapon involved, if No weapon was involved then select No Weapon
9. When finished click **Save**

Safe Schools

DETAILS tab

Safe Schools

Incident Tab

1. **Unique Incident #** - number must be unique, however if multiple students are involved in the same incident use the same incident # for all involved students.
   *** Required Data Element - Example: Student A & B were fighting, both students received referrals, both students would be assigned the same unique incident #.

2. ****NEW 2021 **LLE Incident #** - incident number used by local law enforcement to identify the incident

3. **Incident Location** – click the Incident Location button to display selection options based on State Codes
   *** Required Data Element - Example: On School Property - During School

4. The following information is OPTIONAL Data Entry, not required:
   1. # of Offenders information
   2. Local Offender ID #
   3. # of Targets/Victims

5. Click Save

Safe Schools

Discrimination/Harassment Tab

** OPTIONAL ** Not required for PIMS Reporting – this was added for tracking breakdown of harassment/bullying by sex, race, color, national origin, sexual orientation, religion and disability.

Possibly helpful during CRDC reporting.

Referral#	ReferralDate	Incident#	Description	Department	department_id	student_id
1	12/17/2020	20211166	test	Handled in Classroom	000281	020211166

isconduct | Details | Incident | **Discrimination/Harassment** | Remedial Programs | Create/Update

Please Indicate if any of these apply to this incident:

Nature of Discrimination and/or Harassment

☐ Race	☐ Color	☑ Disability	☐ Sex
☐ Ethnic Group	☐ Religion	☐ Gender	☐ Weight
☐ National Origin	☐ Religious Practice	☐ Sexual Orientation	☐ Other

Incident Type(s)

☑ Includes Verbal Threat(s)   ☐ Includes Physical Contact

Safe Schools

Remedial Program Tab

Select the appropriate **Remedial Program** by clicking the checkbox next to the ID.
A student can have multiple Remedial Programs per incident. If the student was not assigned a Remedial Program click on the program for None and Save.
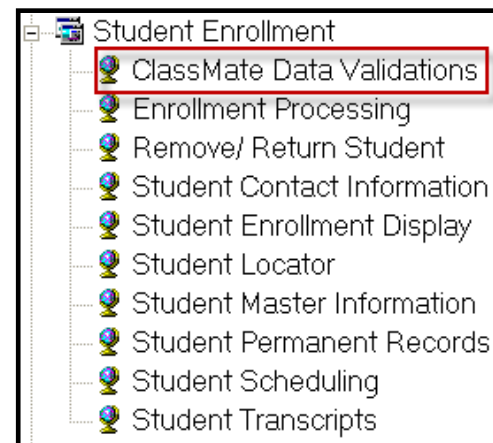
Safe Schools

ClassMate Data Validations

Student Enrollment > Click **ClassMate Data Validations**

In the Discipline Section:
1. Click *True radio button for **Suspension** & for **Referrals**
2. Click **Validate** button at top right of module
3. If Multi-Locations you can select to run all at same time
4. Print & Review the validations

Safe Schools

Referrals Validation Overview
This overview explains each of the four validations that will generate when running the Referrals Validation Process.

•AR2 – This validation reviews Student Discipline Suspensions that were schedule but do not have matching attendance for the specified date.

•RF1 – This validation reviews Student Referrals that have been assigned a Safe Schools Incident or a Safe Schools Suspension Category but is missing an incident location (place occurred) is blank.

• RF2 – This validation reviews Student Referrals that have been assigned a Safe Schools Incident or a Safe Schools Suspension Category, but incident number is blank or incident number is zero.

• RF3 – This validation reviews Student Referrals that have an incident number greater then zero but do not have a Safe School Misconduct.

• RF4 – This validation reviews Student Referrals that are assigned a Safe Schools Suspension category but do not have a Misconduct assigned.

Safe Schools

Safe Schools Management

State Reporting > Click **Safe Schools Management**

• The module will take a few moments to open as it inserts the incident information.

• If while you are reviewing your data in the Safe School Management Module you realize that you need to change referral, suspension, or citation/state reporting information you can return to the necessary modules & perform the data changes.

Once the data changes are complete return to the Safe School Management Module so the update process completes and to review

Before Exporting your Safe School Templates in ClassMate go into the Safe School Management Module to ensure that you have the latest student referral & student master (ie: Grade, Gender, Age) information.

Safe Schools

Safe Schools Management
PIMS Safe Schools Comment Outline

As you move through the Safe Schools Management Module the following tabs each have a comment box:
- 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

In the PIMS Manual volume 1 PDE has defined the definition and provided a rule for when each comment box must be completed. We have provided the information in the below table.

| Comment Name	Definition	Rule	Sample
Weapon Detected	A comment regarding the Weapon detected method	Required if Weapon Detected Method Code is 5 (Other)	Knife found outside school property.
Infraction	A comment regarding the nature of the infraction	Required if Infraction Code is 16 (All Other Forms of Harassment/Intimidation)	Student was in possession of a stun gun.
Disciplinary Action	A comment on the disciplinary sanction or remedial program	Required if Disciplinary Action Code is S10 (Other), R9 (Other), or if incident involved a firearm and student was not expelled	Student lost athletic privileges.
Parental Involvement	A comment regarding the parental involvement	Required if the Parental Involvement Code is 6 (Other)	
Incident Victim	A comment regarding the medical treatment of the victim	Required if Medial Treatment Required Indicator is Y	Victim treated in ER and released.

Safe Schools

Safe Schools Management

Selecting an Incident

1. To begin reviewing incidents double click on the appropriate date
2. Each unique incident for that referral date will display. The incident location (ie: On School Property – During school) will appear.
3. Click to select the incident.
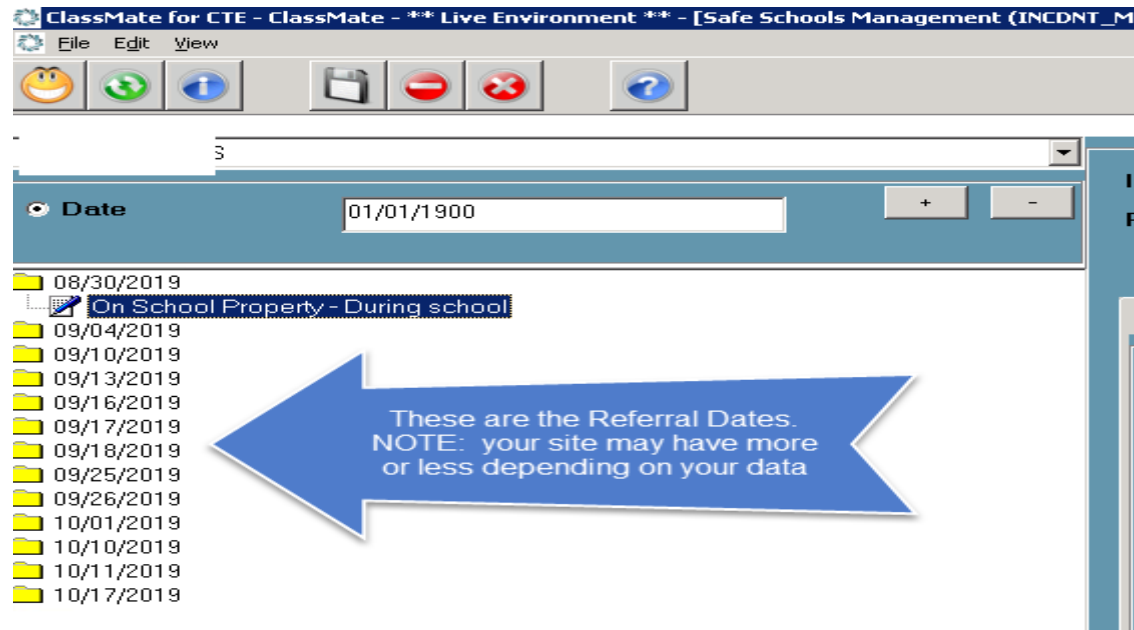
Safe Schools

Selecting an Incident

4. The unique incident information will display at the top of the screen (ie: Incident ID, Incident Date, Local ID)
   • The unique incident information can be found in the Citation/State Reporting module on the incident tab

5. Each student that was linked to the incident in Citation/State Reporting module should appear on the Person Tab.

Safe Schools

Selecting an Incident

The **Person Tab** within the Safe School Management module should list **ALL** known involved parties in the referenced incident. This can Include parents, visitors, other students and employees. Any person affiliated with this incident should be listed on this tab including victims. By default, each student that was linked to the incident in Citation/State Reporting module should appear on the Person Tab.

Follow the procedures listed below provide steps to enter the additional parties.
Repeat the Steps for **EACH** party until all are listed on the **Person Tab**.

PersonID	First	Last	Ref #	SecureID	IncidentID	Date	StudentID
4444053362	David	Akian	0	4444053362	1	03/26/2014	000009758
4444560753	Justin	Burson	8	4444560753	1	03/26/2014	000010752
P000000001	Vickie	Ritch	0		1	03/26/2014	
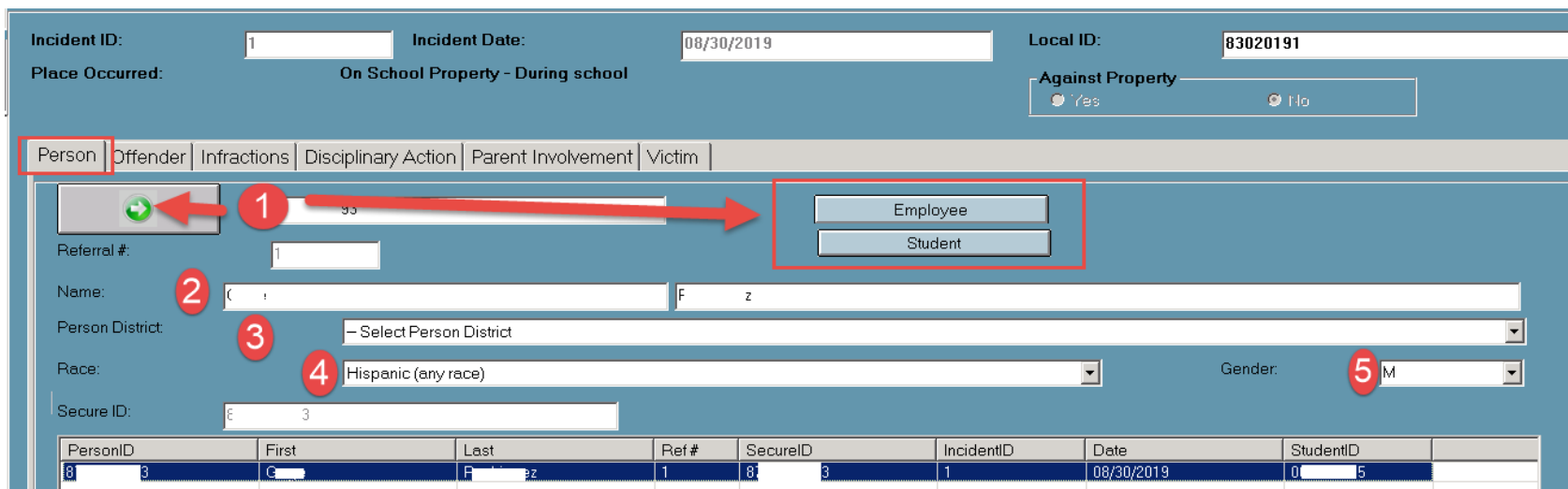
• All DATA MUST BE REVIEWED IN THIS MODULE.
• ERRORS MUST BE CORRECTED AT THIS POINT.

Safe Schools

Person Tab

To add additional outside involved parties

1. Click the Green Arrow button to create a Unique Person ID for each involved party not affiliated with the school
   * - Perform this step if the Person is NOT an employee or other enrolled student
   1. If Employee or an Enrolled student is involved, click the **Employee** or **Student** Button to select the appropriate person.
2. Enter the involved party's first & last name *
3. Select the District the party lives in (if known) If unknown leave as Select Person District
4. Select the Race of the involved party. If unknown, select Unknown *
5. Select the Gender of the involved party *
6. Click Save *

Note: * Indicates Required Field

Safe Schools

Offender Tab

This tab identifies all people who committed the offense. The module allows for multiple individuals to be offenders for an incident. Remember to have a record for **EACH** offender involved in the incident.

- To begin working on data on the Offender tab select the offender
    1. Select either a student offender at the bottom of the screen

    > OR

    2. Click on the **PersonID** button to select a person (ie: Employees or People not affiliated with the School) if a Person was an offender in the incident, they will need to be selected via the **PersonID** button

- Then review data and perform necessary data entry as outlined on Offender Tab Field overview slide

Safe Schools

Offender Tab Field Overview

1. **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

2. **Primary Placement Type:** Defaults to NO, if Type = Student with IEP – change to Yes, if identified that student was placed in a residential facility or group home in same state by a non-educational agency.

3. **LLE Contacted** – Defaults to NO, will auto-populate to Yes if LLE Department & LLE Contact information in **Citation/State Reporting** Module is completed

4. **Unfounded:** Defaults to NO, change to Yes, if a reported incident was investigated by law enforcement & determined to be unfounded.

5. **LLE Office** – will auto-populate if LLE Department & LLE Contact information in **Citation/State Reporting** Module is completed

6. **LLE Incident #** - will auto-populate if LLE Incident # in **Citation/State Reporting** Module is completed

7. **Injury Severity** – make appropriate selection from drop down

8. **Arrest** – will auto-populate if Arrest information on Details Tab in **Citation/State Reporting Module** is completed

9. **Alternative Ed** – will auto-populate if Alternative Ed is selected on Remedial Programs Tab in **Citation/State Reporting** Module

10. **Adjudication** – will auto-populate 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

Safe Schools

Offender Tab Field Overview – CONT'D

11. **Grade** – is auto-populated, 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 selecting Edit > Insert Incident Information from
top of module
12. **Age** – is auto-populated based off the Students Birthdate that is entered into ClassMate
13. **Weapon Detected Method** – if a weapon is part of the incident clients MUST select a Weapon Detected Method
14. **Weapon Detected Comment** – Review PIMS Safe School Comment Outline slide for more details concerning Comment requirement
15. **PRM Disability** – required if Student identified as having IEP and is auto-populated based on Primary indicated in Student Special Populations module
16. **Offender DOR** – is auto-populated based to students District of Residence
17. **Click SAVE before selecting another Student or Person**

Safe Schools

Offender Tab Field Overview

Safe Schools

Infractions Tab

This tab identifies Infractions, Weapon Count (if applicable), and Infraction comment (if applicable). The infraction is pulled from ClassMate Citation/State Reporting Management module and auto-populated into the Infraction field. Multiple infractions are allowed for one incident.

To begin working on data on the Incident tab select the offender

1. Select either a student offender at the bottom of the screen

    OR

2. Click on the **PersonID** button to select a person (ie: Employees or People not affiliated with the School).

3. **Weapon Count** defaults to 0 (zero)
   If a weapon was involved in the infraction, enter the total numbers of weapons involved for that infraction.
   Example: Brent Burson, he was found to have two BB Guns on him. In the Weapon Count box this school would enter a 2.

4. **Infraction:** Defaults from **Citation/State Reporting Management**

5. **Infraction Comment** - Review PIMS Safe School Comment Outline slide for more details concerning Comment requirement

6. **Weapons:** Defaults from **Citation/State Reporting Management** and Defaults each weapons Count to '0'
   To update each Weapon count, click on weapon in grid to select Weapon > enter Count in bottom field next to Update button. Click **Update** button to save number entry.

Click SAVE before selecting another Student or Person

Safe Schools

Safe Schools

Disciplinary Actions Tab

Identify disciplinary sanctions and disciplinary remediation for the state. The disciplinary sanction and remediation are pulled from the Details & Remedial Programs tabs of the **Citation/State Reporting** Module. A student can have only one sanction listed but can have multiple remedial programs

If after review you realize remedial programs need to be added or deleted, you should return to the **Citation/State Reporting** module and update the Remedial Programs there. Then return to the Safe Schools Management module and perform the Insert process again

To begin working on data on the Disciplinary Actions tab select the offender

1. Select either a student offender at the bottom of the screen
                     Or
2. Click on the **PersonID** button to select a person (ie: Employees or People not affiliated with the School.
3. If the person (School Employee or Non-affiliated person) received a Disciplinary Sanction or Remediation select the appropriate Sanction/Action.
4. If either the Student or Person (School Employee or Non-affiliated person) Received Services, click Yes. The Default is "No"
5. If you click on the Sanction listed for the student(s), the Duration will auto-populate to the information that was entered in **Discipline Suspension Information** Module – Duration field
6. Disciplinary Action Comment - please refer PIMS Safe School Comment Outline slide for more details concerning Comment requirement
7. Click Save

Safe Schools

Disciplinary Actions Tab

Safe Schools

Parental Involvement

• This tab identifies the Parental Involvement(s) that were selected in the **Citation/State Reporting Module** on the Details tab. All identified Parental Involvements will be auto-populated.

• If after review you realize involvements need to be added or deleted, you should return to **the Citation/State Reporting** module and update the Parental Involvement there. Then return to the Safe Schools Management module and perform the Insert process again.

• The only data entry work that should be performed on this tab is the entry of the Parent Involvement Comment - please refer to PIMS Safe School Comment Outline slide for more details concerning Comment requirement

• If you do need to enter a Parent Involvement Comment, click Save before moving onto another Student or Parent Involvement.

Safe Schools

Victim Tab

This tab is where the victim and victim related data will be completed.

1. Click the **PersonID** button > Select the Person (ie: Student, Employee, Non-School affiliated Person)
2. Select the victim type – clients **MUST** select an option for this field
3. Grade – for Students of the school this field will auto-populate. For Employees or other Person's leave blank
4. Age – for Students of the school this field will auto-populate. For Employees or other Person's you can enter the age (if known) or leave blank
5. Injury Severity – clients **MUST** select an option for this field
6. SAP referral – if victim was referred to SAP clients must select this field. Default is No.
   SAP Stands for Student Assistance Program.
7. Medical Treatment – clients **MUST** select an option for this field
8. Incident Victim Comment - refer to PIMS Safe School Comment Outline slide for more details concerning Comment requirement
9. Click Save

Safe Schools

Victim Tab

Safe Schools

Non-Student Incidents

State Reporting > Click **Safe Schools Non-Student Incidents**

This module is for recording incidents that occur at the CTE but do not involve students who attend the CTE. These incidents cannot be tracked in Discipline Referral but must be reported to Safe Schools.

If the offender is not known, add a Person "Unknown" for the incident. Ex: A theft occurred; however, the thief was not caught; therefore, the thief is unknown.

Data entered in this module does not PURGE – please review prior to exporting Safe Schools templates
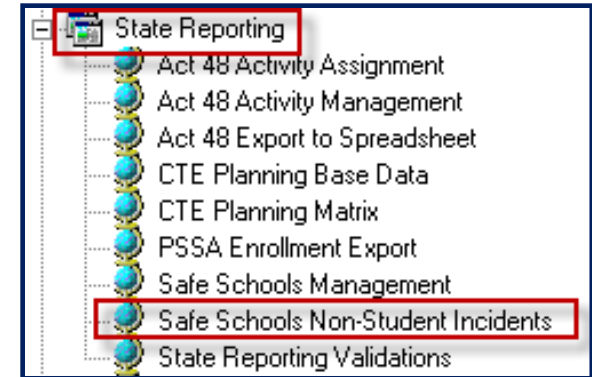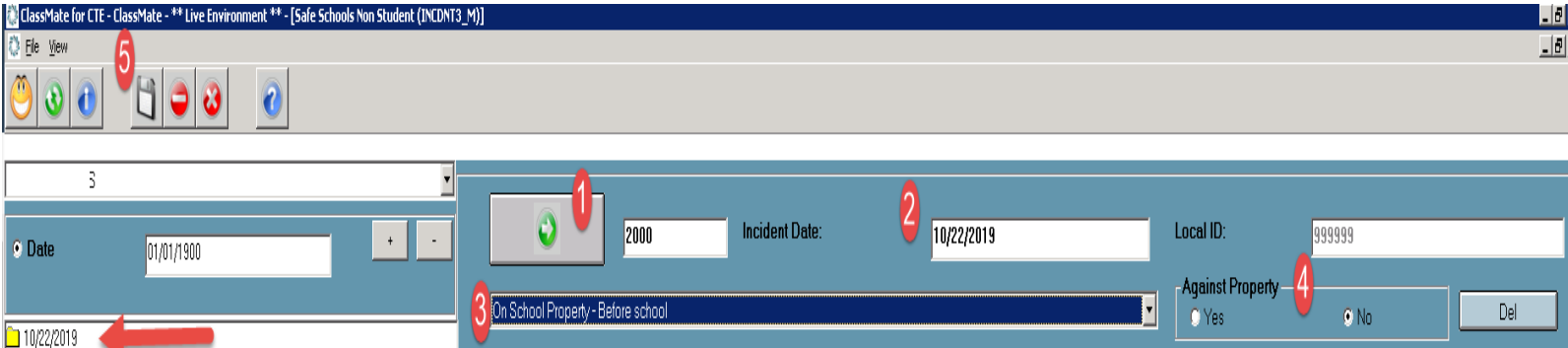
Safe Schools

Safe Schools Non-Student Incidents

To create an incident that occurred at the CTE but does not involve a student who attends the CTE perform the following:

1. Click the Green Next Number button which will auto generate an incident ID #
2. Enter the date the incident occurred in the Incident Date field (example: 10/22/2019)
3. Select the place occurred (example: On School Property before school)
4. If the incident was against school property click Yes, default is No
5. Click Save > Date will populate left listing once save is complete

Safe Schools

Safe Schools Non-Student Incidents

Person Tab

This tab is where all people involved in the incident will be created – select Date from left listing

1. Click the Green Arrow button to create a Unique Person ID for each involved party not affiliated with the school

   * - Perform this step if the Person is NOT an employee

   - If Employee is involved, click the **Employee** Button to select the appropriate person.

2. Enter the involved party's first & last name *****
3. Select the District the party lives in (if known) If unknown leave as Select Person District
4. Select the Race of the involved party. If unknown, select Unknown *****
5. Select the Gender of the involved party *****
6. Click Save - entry will save in bottom grid once completed

Note: ***** Indicates Required Field

Safe Schools

Safe Schools Non-Student Incidents

Offender Tab

This tab identifies all people who committed the offense.

1. Click on the **PersonID** button to select a person
2. Select a Type (ex: Student from another school)
3. Select Yes or No for LLE Contacted
4. Select Yes or No if reported incident was investigated by law enforcement & determined to be unfounded
5. If LLE was contacted enter the name LLE Office Name
6. Select the Arrest that applies, defaults to No Arrest
7. Select Alternative Ed if that applies, defaults to No
8. Select Adjudication if there was an arrest, if there is no arrest adjudication is exported blank
9. Select Grade
10. Enter Age
11. Select Weapon Detected Method – if weapon was involved
12. Weapon Detected Comment - Review PIMS Safe School Comment Outline slide for more details concerning Comment requirement

Safe Schools

Safe Schools Non-Student Incidents

Safe Schools

Safe Schools Non-Student Incidents

Infractions Tab

This tab identifies Infractions, Weapon Count (if applicable), and Infraction comment (if applicable).

To begin working on data on the Incident tab select the offender

1. Click on the **PersonID** button to select a person
2. If a weapon was involved enter the number of weapons in the Weapon Count field
3. Select the PDE Infraction type (example: Fighting)
4. Infraction Comment - Review PIMS Safe School Comment Outline slide for more details concerning Comment requirement
5. Click Save
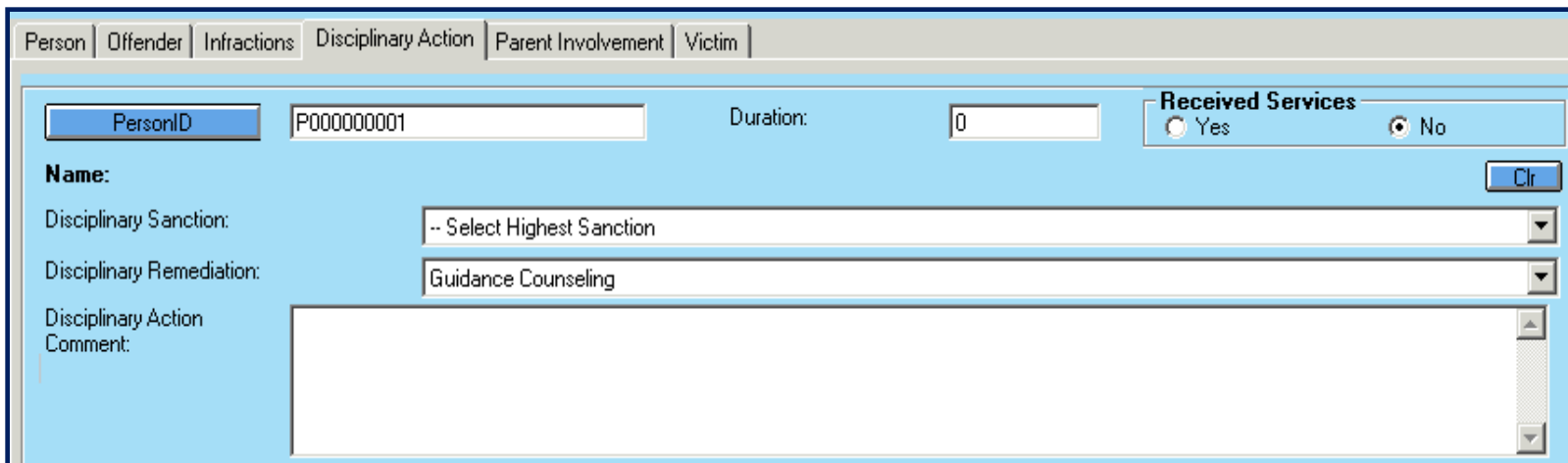
Safe Schools

Safe Schools Non-Student Incidents

Disciplinary Actions Tab

To begin working on data on the Disciplinary Actions tab select the offender

1. Click on the **PersonID** button to select a person
2. Complete the Duration, Received Services, Disciplinary Sanction or Disciplinary Remediation & Disciplinary Action Comment as it relates to the incident and person(s) involved.
   This tab may or may not need to be completed depending on the incident & person(s) involved.
3. Click Save

Safe Schools

Safe Schools Non-Student Incidents

Parent Involvement Tab

To begin working on data on the Parent Involvement tab select the offender

1. Click on the **PersonID** button to select a person
2. Select a Parental Involvement that occurred, if one occurred
3. Parent Involvement Comment - please refer to PIMS Safe School Comment Outline slide for more details concerning Comment requirement
4. Click Save
5. If an additional involvement occurred repeat steps 1 thru 4.

Safe Schools

Safe Schools Non-Student Incidents

Victim Tab

This tab is where the victim and victim related data will be completed. If a victim was involved in the incident this tab needs to be completed

1. Click the **PersonID** button to select the Person
2. Select the victim type – clients **MUST** select an option for this field
3. Grade – for Non-CTE Students if grade is known select a grade, if not leave blank. For Employees or other Person's leave blank
4. Age - for Non-CTE Students if age is known enter age or leave blank. For Employees or other Person's you can enter the age (if known) or leave blank
5. Injury Severity – clients **MUST** select an option for this field
6. SAP referral – if victim was referred to SAP clients must select this field. Default is No.
SAP Stands for Student Assistance Program.
7. Medical Treatment – clients **MUST** select an option for this field
8. Incident Victim Comment - refer to PIMS Safe School Comment Outline slide for more details concerning Comment requirement
9. Click Save

Safe Schools

Safe Schools Non-Student Incidents

Safe Schools

Reports

The following reports should be assigned to the Discipline Administrator to review the Incident, Offender, and Victim information.

Under Reports:
• Administrative Discipline Category
   •Discipline Incident Information

• State Reporting Category
   •PDE-360 Violence and Weapon Possession
   •Safe Schools OSS Totals
   •Safe Schools OSS Details
   •Safe Schools Incident Form
   •Safe Schools Offender Report **
   •Safe Schools Victim Report **

   ***Both the Safe Schools Offender & Victim reports require that the templates related to the Safe Schools Submission be exported before running these reports.

Safe Schools

Security Personnel Qualifications

Personnel Management > **Employee Management**
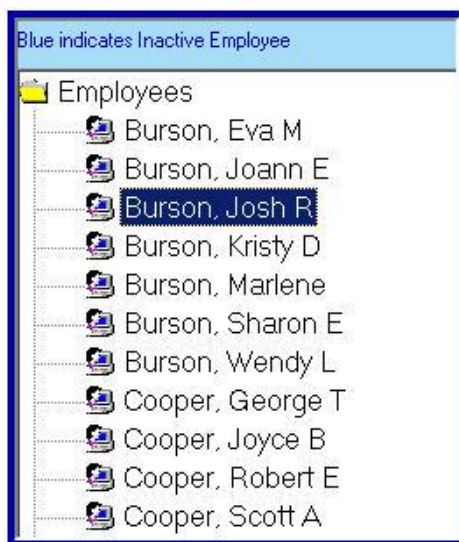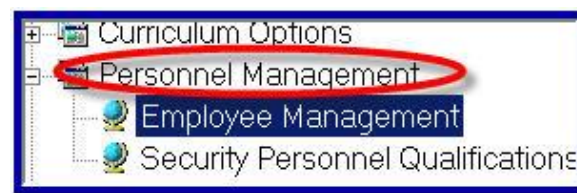
- Select the **Employee Name** from the left hand side of the screen.

Note: If your school employs or contracts services for police, school security/resource officers you **MUST** enter the data into Employee Management Module. There are only a few fields required.

* If your school does **not** have security then the **District Facts Template** is **required**.

Safe Schools

Security Personnel Qualifications

- Click the **General Tab**
- A unique identifier is required for each staff member; use the 7-digit Professional Personnel ID (PPID) for all certified staff and non-certified staff.
  - For school security personnel who have a PPID, record their PPID in the **State PPID # field**
  - For school security personnel without a PPID; use the 5- or 6-digit Municipal Police Officer Training ID (MPTID) for school security personnel preceded by SS; or if the school security personnel does NOT have an MPTID, the LEA must assign the individual a unique and consistent 5- or 6-digit ID preceded by SS in the **MPTID# field**
- City – cannot be blank
- Click **"Save"**

Safe Schools
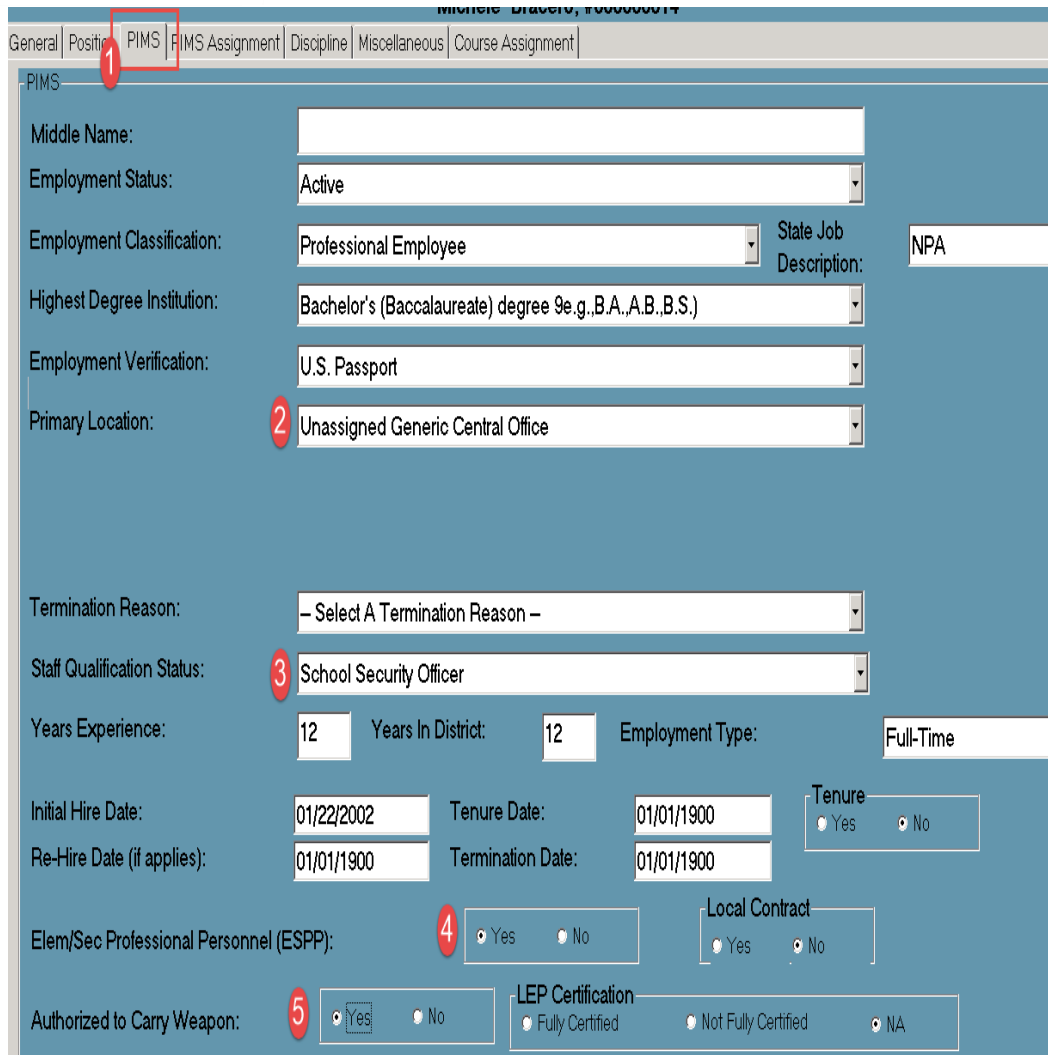
Security Personnel

Safe Schools

Security Personnel Qualifications

1. Click the **PIMS Tab**

2. Enter the **Primary Location** select from the drop down menu – **Unassigned Generic Central Office**

3. Select their Staff Qualification Status (ex: School Security Officer)

4. Click Yes to Indicate the personnel is a **Elem/Sec Professional Personnel (ESPP)**

5. Indicate if the personnel is **Authorized to Carry a Weapon**

6. Click **"Save"**
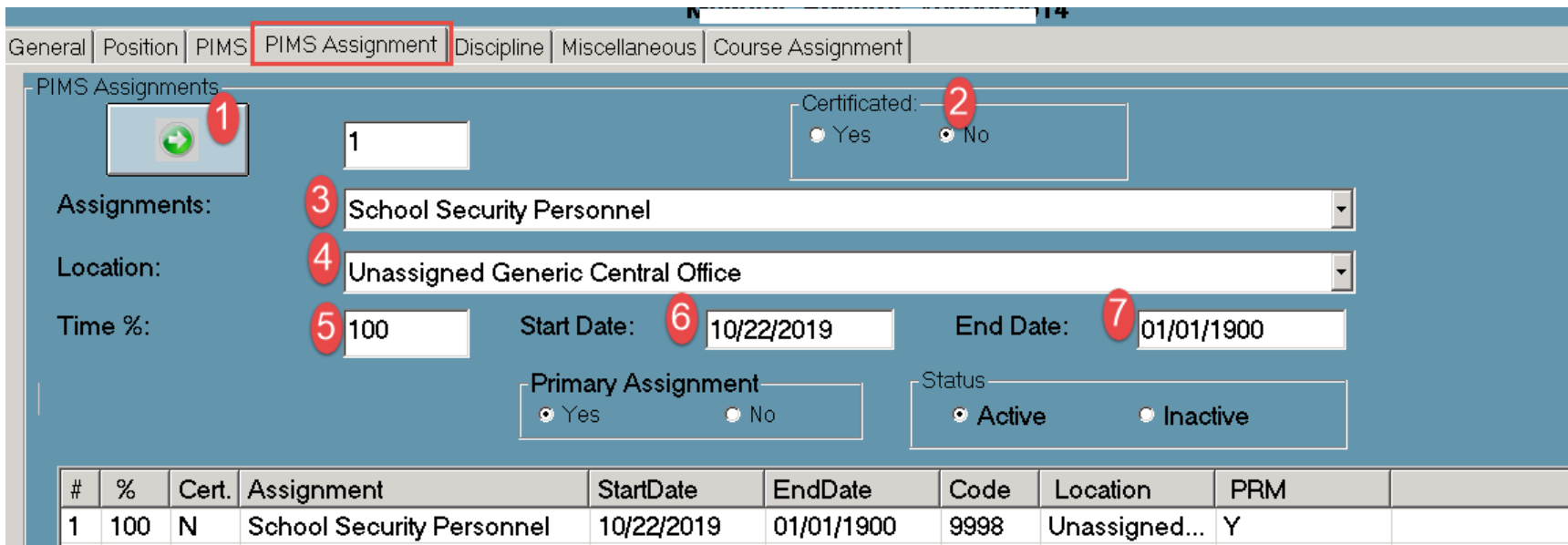
Safe Schools

Security Personnel Qualifications

Click the **PIMS Assignment Tab**

1. Click the **Green** Arrow Button to create a **Unique Certification ID** number
2. Click **"No"** for certificated
3. Select School Security Personnel from the Assignment drop down menu
4. Select the Location from the drop-down menu and select - Unassigned Generic Central Office Location 9999
5. Enter the % Time – Cannot be zero or over 100%
6. Enter the Start Date
7. Enter the End Date – if Security Personnel is still with the school leave 01/01/1900
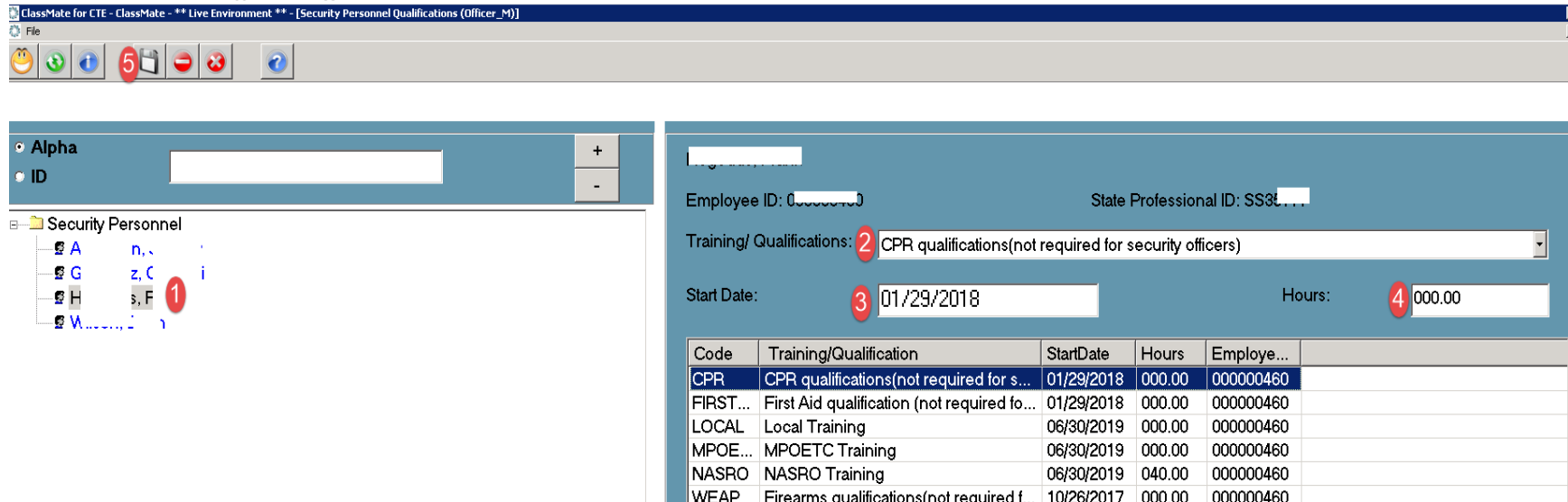8. Click Save

Safe Schools

Security Personnel Qualifications

Personnel Management > Security Personnel Certifications

1. Select the **Security Personnel Name** from the left had side of the screen
2. Select **Training Qualifications** from the drop-down menu
3. Enter the training **Start Date**
4. Enter the **Training Hours,** required for MPOETC, NASRO, LOCAL

Safe Schools

Security Personnel Qualifications.

Here is the list of Training/Qualifications for Security Personnel per the PIMS Manual Volume 1

- **INITIAL** – Date initial training/certification as a police officer was completed, or, if applicable, date of most recent recertification (not required for security officers)
- **WEAP** – Firearms qualifications (not required for security officers)
- **CPR** – CPR qualification (not required for security officers)
- **FIRSTAID** – First aid qualification (not required for security officers)
- **MPOETC** – Municipal Police Officers Education and Training Commission
- **NASRO** – National Association of School Resource Officers
- **LOCAL** – Local training

Special Notes:
- For INITIAL, WEAP, CPR, and FIRST AID, use actual date qualification obtained or training
- For MPOETC, NASRO and LOCAL trainings, use School Year Date of YYYY-06-30 (for SY 2019-2020, this would be 2020-06-30) ** Per PIMS – this date must be in the Current School Year.

PIMS Course/Instructor Submission

PIMS Export Management-NEW – Adding a Submission Date

Location: Modules > PIMS Management > ==PIMS Export Management – NEW (**NEW MODULE**)==

NEW module added 2021SY – please assign using User Module Management if you currently do not have & remove former PIMS Export Management module as this will no longer be updated.

Before exporting your templates for each submission, you need to first add the Snapshot/Submission Date.

Also, If you receive the error, "Invalid submission date for template" when processing update the submission date as follows:

1. Click Edit > Add Collection Submission Dates from top of module
2. Click the dropdown and select the desired Submission date.
3. Check the desired (required) Collection, Domain or individual templates for the submission.
4. Click Save to update.

Note: We recommend

actual valid PIMS Submission Dates should be entered.
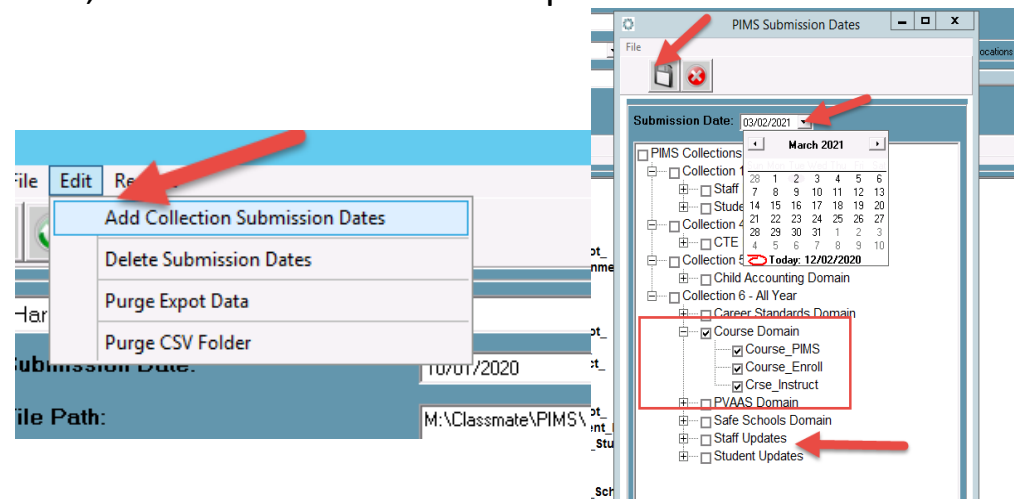
PIMS Course/Instructor Submission

PIMS Export Management-NEW

Location: Modules > PIMS Management > **PIMS Export Management-NEW**

1. Select the correct location from the top dropdown.

2. Select the correct submission date. If the correct submission date does not appear in the dropdown, or if you receive an error, "Invalid submission date for template" when you click Save in Step 5 below, review the previous slides for **PIMS Export Management – Adding a Submission Date**.

3. Check the boxes for the Collection, Domain or Individual templates that are due:
   Collection 6 – All Year > Safe Schools Domain > select all necessary templates
   (Staff templates under Safe Schools Domain will only export security officers for Safe Schools Submission and not the regular Staff data.)
   * Include Student and Staff, to satisfy template dependencies (and if needed to submit due to updates since last submission**)** will need to be selected under Staff Updates & Student Updates

4. If you want the file headers included on your export files check the Include Header box.
   > If you export your files with the headers included, on the PIMS Site when you upload the files you will need to check the boxes for each file stating that your files include headers.
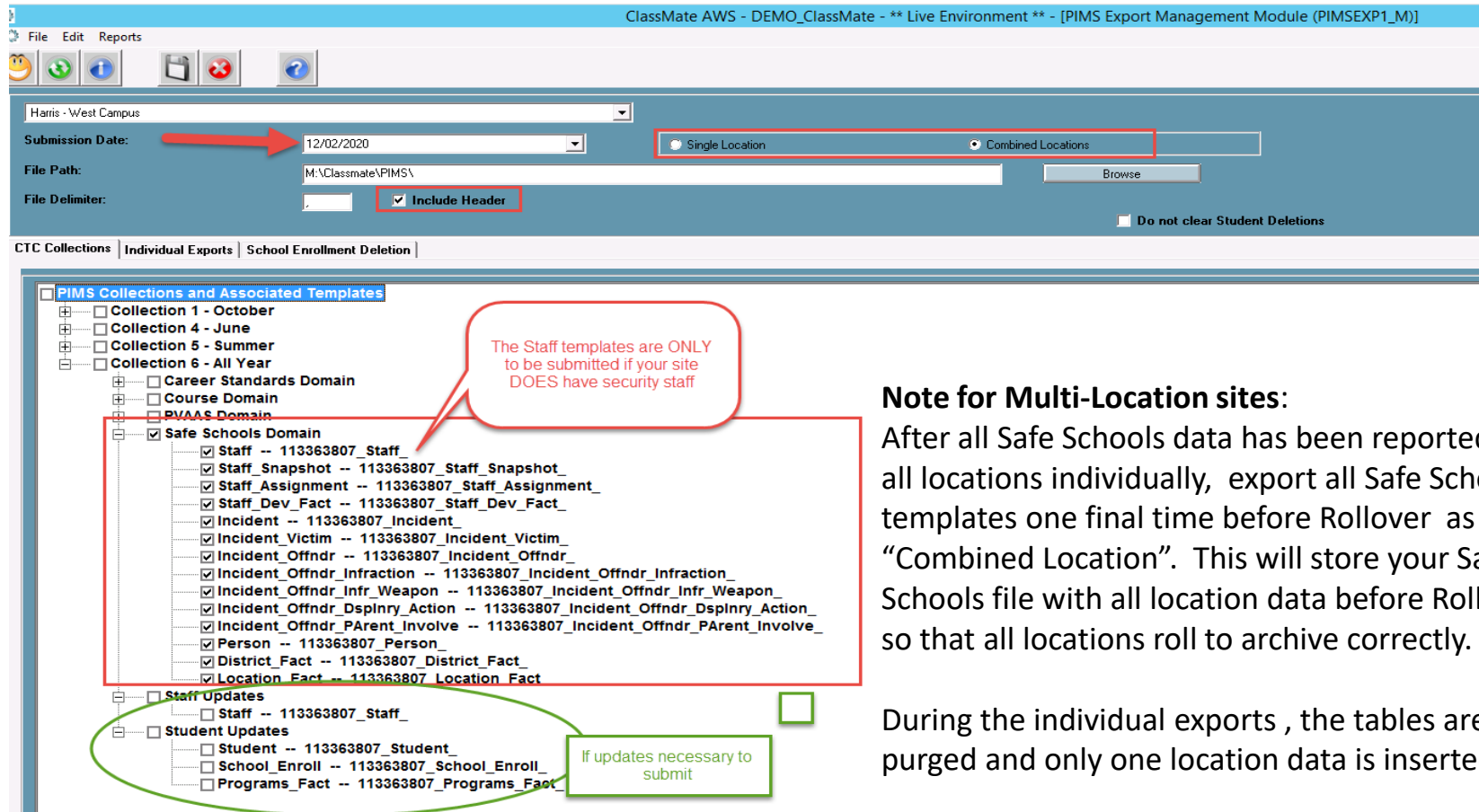
5. To export the files click Save (floppy disk icon)

PIMS Course/Instructor Submission

PIMS Export Management-NEW

Location: Modules > PIMS Management > <mark>**PIMS Export Management - NEW**</mark>

** **Multi Location sites – click to select the radio button for Combined Locations **

Note for Multi-Location sites:
After all Safe Schools data has been reported for all locations individually, export all Safe Schools templates one final time before Rollover as a "Combined Location". This will store your Safe Schools file with all location data before Rollover so that all locations roll to archive correctly.

During the individual exports , the tables are purged and only one location data is inserted.

Safe Schools

PIMS Safe Schools LLE Reconciliation

It is required that you perform a Local Law Enforcement Reconciliation after uploading your exports to PDE.

To do this:

1. After uploading your submissions, download your Accuracy Certification Statement (ACS) as usual.

2. Contact your Local Law Enforcement agency and determine a contact there such as the Chief of Police who can confirm the totals on the ACS match their arrest records.

3. Have the LLE contact sign the ACS.

4. Submit the ACS back to PDE as usual.

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Questions? Contact us!

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