PIMS Adult Education Student Data Collection Overview

An Overview of the ClassMate for Adult Education state reporting functionality & data preparation

PIMS Collections, Templates, & Reporting Dates

To obtain PIMS reporting dates, templates & ACS Due Dates visit the PDE website > select Manuals and Calendar to access/download the PIMS Elementary/Secondary Collection Calendar.
https://www.education.pa.gov/DataAndReporting/PIMS/ManualsCalendar/Pages/default.aspx

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

- Student
- Student Snapshot
- CTE Student Fact
- CTE Student Credential

We are supplying the **4-Phase** approach to collecting, correcting and loading the data for these templates to achieve PIMS compliance. It is advisable to be logged under the ClassMate Desktop Connection when importing/exporting files in & out of ClassMate. If you do not have Desktop Connection, please contact your site System Administrator.

Step 1	**Validating & Correcting Student Data**
Step 2	**Validating, Correcting & Preparing PIMS Data Collection**
Step 3	**Reviewing Consolidated Data**
Step 4	**Creating Your PIMS Export File**

Step 1:   Validating & Correcting Student Data

The first key step in preparing your CTE site's data for PIMS submission is **verifying your Student Demographic Data.**

All students in PIMS reportable classes must have the following demographic information identified:
- Birth Date
- Gender
- Ethnicity
- Complete address
- PASecureID numbers

The **Student Data Validations** report (Val_StuDat) will identify gaps in your existing Data that must be corrected, edited or updated prior to creating the PIMS export filed.

The Student Data Validation Report reviews and displays the below student data:

- Missing Birth Dates   (BD1 Report)
- Missing Gender   (DM1 Report)
- Missing Ethnicity   (DM2 Report)
- Missing Address Information   (DM3 Report)
- Missing PA Secure ID   (PA1 Report)
- Missing Student Course Cert   (CRSCERTVAL)
- Missing Attendance Validation   (MisAttVal)

The Data Validations Report are found in **Reports** > **Data Validations** & **Student Data Validations**
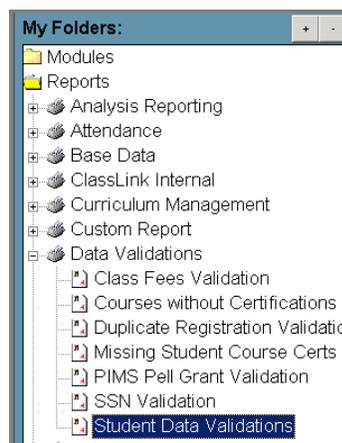
Important Notes: Any student who does not have a PAsecure ID will be omitted from the PIMS upload, resulting in a lower student enrollment for your CTC**.**

Please see the Adult Education PA Secure ID Processing QRG for detailed instructions on using the ClassMate PA secure ID functionality to export and import student PA secure ID's.
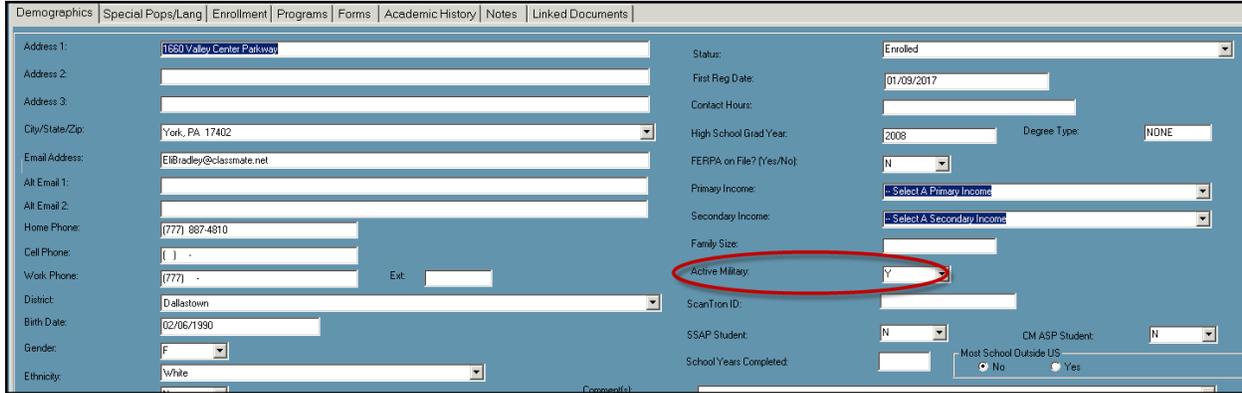
Student Demographic Data Corrections

After running the data validations report users will need to update, edit and make corrections to the students being reported to PIMS in the ClassMate database. Not all students displaying on the list will need to have corrections made if they are **NOT** in PIMS reportable classes.

It is the responsibility of the data managers in your school to ensure all data is updated in the module **Student Processing** > **Registration/Enrollment Module** > **Demographic Tab**

Active Military:

PIMS requires that students who are active military are flagged with "Y" for yes. ClassMate will default the field to "N" so only those that are active will need to be updated.

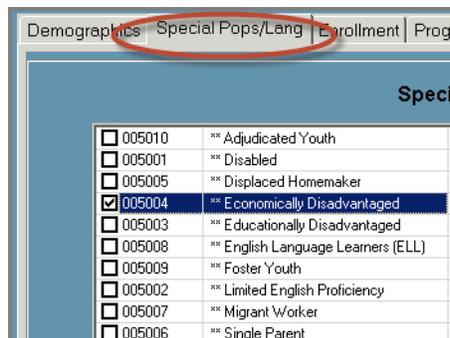## Validating & Correcting Special Populations /Pell Grant Data:

PIMS requires that those student flagged as receiving a Pell Grant also be marked as economically disadvantaged.

The PIMS Pell Grant validation is found in **Reports** > **Data Validations** > **PIMS Pell Grant Validations (PIMSECON_R)**

The PIMS Pell Grant validation - Prog report (PIMSECON_P) is the same as the regular report, however, it is looking at student Programs that are marked as Pell Grant = T and returns the program info instead of the class registration info.

After running the Pell Grant Validation report users will need to update, edit and make corrections to the students being reported to PIMS in the ClassMate database. Not all students displaying on the list will need to have corrections made if they are **NOT** in PIMS reportable classes.

It is the responsibility of the data managers in your school to ensure all data is updated in the module **Student Processing>Registration/Enrollment Module>Special Populations Tab**

Step 2: Validating, Correcting & Preparing PIMS Data Collection

1. Funding District Assigned for all Locations *

All locations must be identified with the AUN of the school district where the CTE entity is located. Each location **MUST** have a funding district assigned.

According to the PIMS manual "LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students with the AUN of the school district where the CTE AAP education entity is located."

- o In the **"Local District"** field select the appropriate District choice from the drop down list. Save your selection
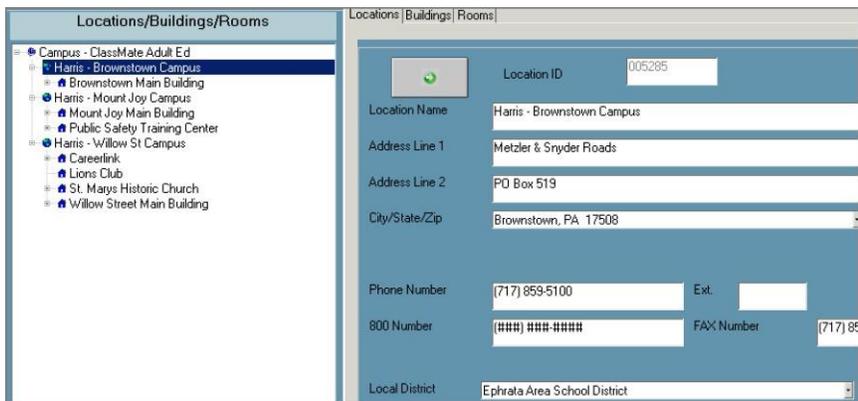
It is the responsibility of the data managers in your school to ensure all local district data is updated in the module **Base Data** > **Location/Building/Room Management** > **Location Tab**

2. Program/Course/Class Settings

- o **Program CIP *:** All CIP codes must be verified, and delivery methods must be properly designated. If a program has the wrong CIP, corrections can only be done via the ID Control Module.
 *Do not make adjustments in ID Control without first contacting ClassMate Support*

  Helpful Report: Curriculum Management > CIP Code List

- o **Program Delivery Method *:** State reportable classes should be designated as Adult Affidavit Program only
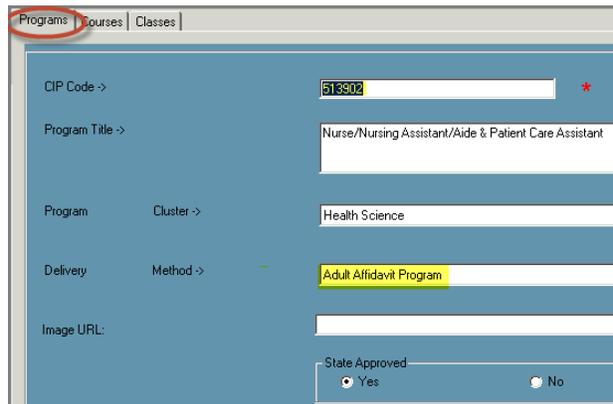

It is the responsibility of the data managers in your school to ensure all program data is updated in the module **Curriculum Management** > **Instructional Course Offerings** > **Program Tab**

- o **Courses & Classes:** All courses & classes must have their **Course Hours *** verified. If the course hours are incorrect, updates can be made as needed.
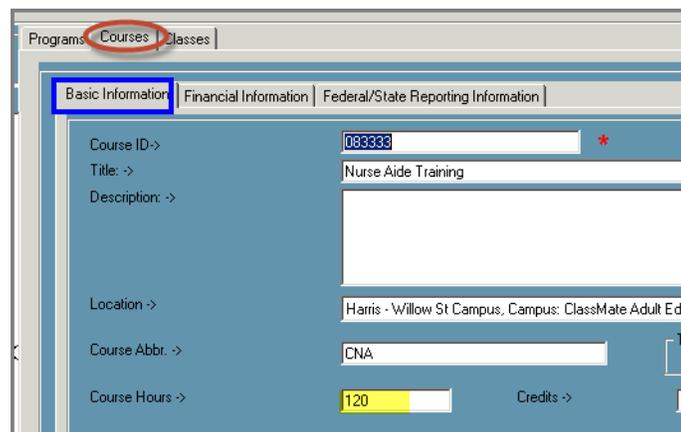

It is the responsibility of the data managers in your school to ensure all course hours are updated in the module **Curriculum Management** > **Instructional Course Offerings** > **Course/Class Tab**

- o **Courses & Classes:** All courses & classes required to be reported to PIMS, **MUST** have PDE as a **Designated Reporting Agency ***. It is acceptable to add the reporting agency at either the course or class level
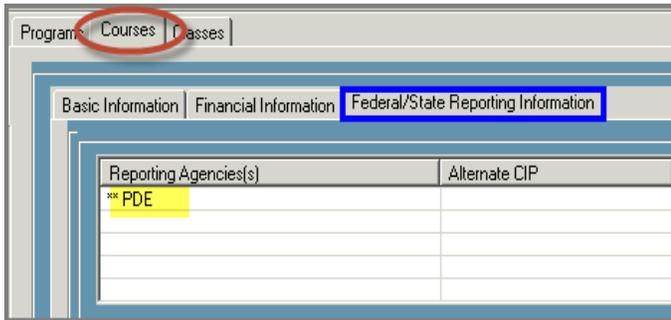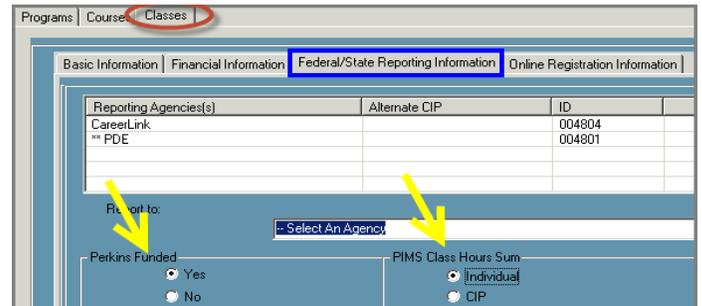
- o **Classes:** Classes that are **Perkins Funded *** must be flagged as such on the **Class Level > Federal/State Reporting Tab**

- o **Classes: PIMS Class Hour Sum Option ***. Classes can be reported to PIMS in two ways

  Option 1: As an **Individual Class,** meaning all hours for this course are completed within this single class. This type of class must be flagged as **Individual**

  Option 2: A combination of course & classes that are grouped together under the same CIP and at completion of the combined course/class the total required hours are reached. This type of course/class must be flagged as **CIP**

  Both these flags are setup in the module: Curriculum Management > Instructional Course Offerings > Class Tab>/Federal/State Reporting tab

  Note: Default can be established for this setting in **System Administrator > Customization Management > System Defaults**

It is the responsibility of the data managers in your school to ensure all state reportable courses/classes, Perkins funded & Hours Sum are updated in the module: **Curriculum Management > Instructional Course Offerings > Class Tab>/Federal/State Reporting**
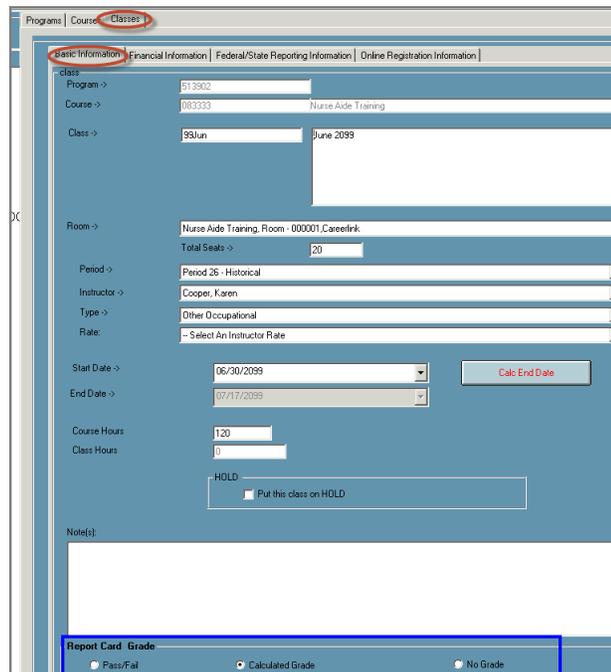
Helpful Reports: Reports > Data Validations

The **PIMS Class Hours Sum Validation report (PIMSClsSUM)** will provide a current listing of the class ID; class description, Program CIP, start date, end date, course hours and the selected PIMS hours summary method.

The **PIMS Classes NOT Marked PDE (PIMSNonPDE) report** will provide a listing of classes within a specified date range that have NOT been marked as PDE reportable. NOT all classes will need to be adjusted if you offer classes that do not need to be reported.

The **PIMS Perkins Funded Validation (PIMSPerkVa) report** will provide a listing of classes within a specified date range that have either been marked as "Y" for being Perkins funded, "N" for being Perkins funded or all classes regardless of the flag.

o **Classes:** Each class reported to PIMS, must have the correct Grading Method * flagged. The grading type must be verified to indicate if it is a graded or non-graded class.

It is the responsibility of the data managers in your school to ensure all grading methods are updated in the module: **Curriculum Management** > **Instructional Course Offerings** > **Class Tab > Basic Information**

Classes: Classes that are reported to PIMS must have a class type properly designated. **Class Type *** is designated on the **Class Level > Basic Information Tab.**

Per PDE, only the following class types are reportable:
- o Apprentice
- o Emergency Service
- o Other Occupational
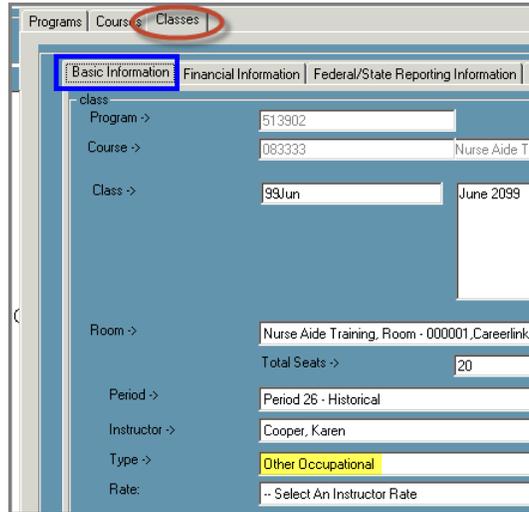
It is the responsibility of the data managers in your school to ensure all class type data is updated in the module **Curriculum Management>Instructional Course Offerings** > **Class Tab > Basic Information**

3. **Course Certifications ***
   All students enrolled in PIMS designated classes must have Industry credentials identified

Helpful Reports:

The **Courses without Certifications** (DVCRSCERT) report will provide a current listing of course with no linked industry certifications.

The **Missing Student Course Certs (CRSCERTVAL) report** will provide a current listing of students marked as complete but are missing course certifications.

To credit students with earned industry credentials go to the **Student Processing > Student Industry Credentials** module to make updates

It is the responsibility of the data managers in your school to ensure all **Industry Credentials** are linked to the appropriate course. A pre-loaded listing of industry credentials for your state should be utilized.

Linking the appropriate Industry credential to the course is done in the **Curriculum Management** > **Industry Credentials Management Module**
Crediting students with Credentials is done in the **Student Processing > Student Industry Credentials Module**

4. Student Enrollment, Grades & Attendance

Student Enrollment *: All students reported to PIMS must have an enrollment record(s) with start and end dates for each course/class they are being reported. Students should only have 1 enrollment record for each course/class

Helpful Reports:
The Student **Duplicate Registration** data validation can assist in identifying duplicate student enrollment records. **Reports > Data Validations > Duplicate Registration Validation Report (DUPREG_R)**

Student Grades *: All students enrolled in PIMS designated classes must have grade entries if the class is designated as such. **Student Grades** can be entered in the **Grading > Grades by Class module**

Student Attendance *: All students enrolled in PIMS designated classes must have attendance recorded. Student Attendance can be entered in the **Attendance > Admin Attendance** module

Helpful Reports:

The **Missing Attendance Validation** report (MisAttVal) can assist in identifying students missing Attendance. **Reports > Data Validations > Missing Attendance Validation Report**.

The **Duplicate Registration Validation** report (DUPREG_R) can assist in identifying students enrollment records. **Reports > Data Validations > Duplicate Registration Validation Report**.

It is the responsibility of the data managers in your school to ensure all Student Attendance & Grades are entered as required in the appropriate modules.

Step 3:   Reviewing Consolidated Data

The PIMS Processing module consolidates all required data and summarizes it by student. After validating, correcting and reviewing all the data earlier referenced, the PIMS Administrator can create the required PIMS templates for further review. This final step is last data gap identifier prior to exporting the data. The following templates should be reviewed:

o   Student
o   Student Snapshot
o   CTE Student Credential
o   CTE Student

Templates for review will be found in the **Modules > State Reporting > PIMS Processing** module

About the Module:

o   **Red-shaded fields** indicate that required data is missing

o   It is a **REQUIREMENT** that the **Red-shaded fields** all be updated/corrected. In the end, the templates should have and **NO** red-shaded boxes

o   All fields that are **"Grayed Out"** are not changeable within the PIMS Processing module. User **MUST** go back and update the data in the database

o   **DO NOT** export the templates with missing data

o   **DO NOT** insert student data into PIMS Processing without performing data validations

o While ClassMate allows for maintenance of certain fields within the PIMS Processing Module (CTE Student Template **ONLY)** prior to exporting the templates, It is a ClassMate best practice that all data corrections be made it the ClassMate database. Any data modified in this module will **NOT** be update the ClassMate Database modules.

The fields available for maintenance on the CTE Student Template are as follows:

- ✓ **CTE Status:** Can be changed via drop down menu. Options include:
  Continue AAP CTE at this school
  Exited CTE w/o completing reported AAP
  Completed CTE APP
  Deceased
- ✓ **Registered Apprenticeship:** Identifies the student as a participant
- ✓ **Pell Grant:** Identifies the student as a Pell Grant recipient
- ✓ **CTE Performance:** **"Y" (Yes)** in a graded program the student passed. The system will determine if the student has a grade and compare it with the minimum grade. NA defaults for unit grading courses
- ✓ **Program Hours Completed**
- ✓ **Total Course Hours**
- ✓ **Percentage Completed**

o All other fields will need to be updated in the appropriate ClassMate AE modules

o Each time you make updates in the ClassMate database, users will need to be purge and re-insert student data

o Remember that if you purge a student and/or a location's data from the PIMS Module, you will lose any changes you have manually made on the CTE Student Template. It is advised that **ALL** change be made in the database and not the PIMS module. Under no circumstances should the exported templates be edited...the data in your system would not match your submission.

Submission Dates

Each year the new submission dates will need to be created **PRIOR** to inserting any new PIMS information. In the **State Reporting Category** > **State Reporting Submission Dates Module** users will need to create the submission dates so it will be available in the dropdown menu in the PIMS Processing module.
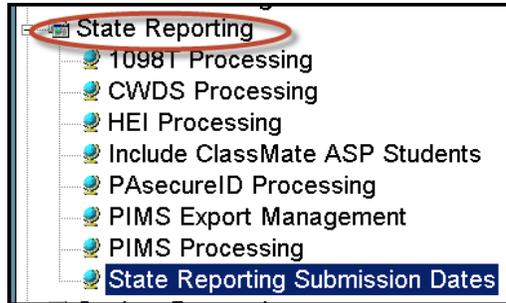
PIMS Processing Module Usage
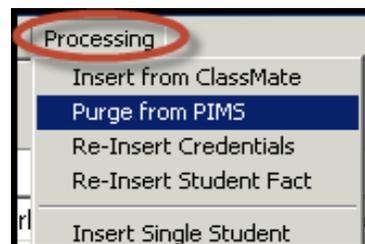
The PIMS Processing module allows for the processing of students by location. Here, you can insert the student data from ClassMate AE into this PIMS "holding area" and you can review what's in the four PIMS templates, make data adjustments & corrections prior to exporting your templates.

Before you begin, you **MUST** first purge any old data from the module. To begin, open the PIMS Processing module. **State Reporting > PIMS Processing**
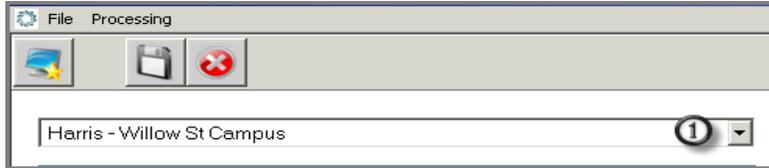
- o Select the word **Processing** located along the top of the screen
- o Select Purge from PIMS option

Confirm the purge from the PIMS processing module only by selecting the **PURGE** button

① Select the **Location** from the drop down menu located in the upper left of the screen (each location must be processed separately)

② Select **Processing** from the bar located at the upper left of the screen

③ Then select **Insert from ClassMate**. The number of student for that location will appear at the top of the tab's screen.
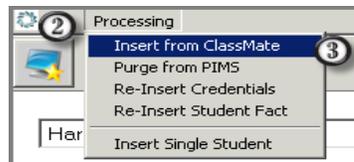
④ Enter the appropriate **Start & End Dates**. Use the calendar to select the dates or manually enter. Date format MUST be as follows: **MM/DD/YYYY**

⑤ Select the **Insert Button.** A message will display confirming you would like to insert, select **"OK"**

As the students load, any errors or issues related to the data will pop up, select "OK" to allow the data to load

After the student's and the associated data are loaded, users should select a student and go through each of the template tabs looking for red-shaded fields, incorrect data or any other data element that does not look accurate

Making Corrections:

Users are required to return to the ClassMate Database to make updates & corrections for most data elements

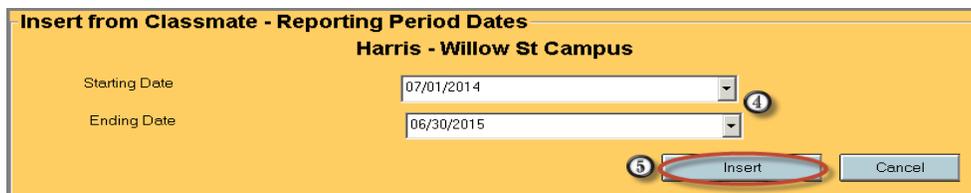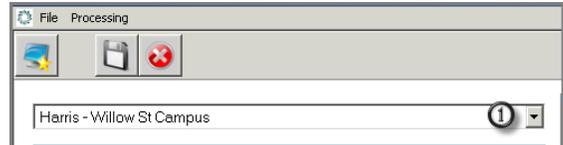**Numerous or large group errors:** Purge by location the existing student data in the module then…

① Select the **Location** from the drop-down menu located in the upper left of the screen (each location must be processed separately)

② Select **Processing** from the bar located at the upper left of the screen.

③ Select **Purge from PIMS**. A confirmation message will display confirming purge from the selected location.
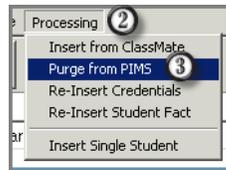
This will purge the selected location's student information ONLY from the PIMS "holding area" or module. This does **NOT** purge or remove data from the ClassMate "live" database. User must then go back into the ClassMate data and make required corrections and return to the PIMS Processing Module, re-insert student data and re- review once again

Single Student errors: "Remove" data by student Select the

① **Student Name**

② Right click, and then remove all **Templates.** A confirmation message will display.
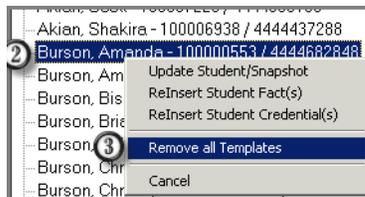
This does NOT purge or remove data from the ClassMate "live" database. User must then go back into the ClassMate data and make required corrections and return to the PIMS Processing Module, re-insert student data and re-review once again.

Templates:

Student Template/ Student Snapshot Template Verify the
following student data:

Student ID	PA Secure ID
Student Name	Address
Birth Date	Gender
Ethnicity	ADA Flag

Displaced Homemaker   Poverty Flag
Single Parent   LEP Flag
Funding District   Snapshot Date

CTE Student Credential Template

School Year Date   CIP Code
Delivery Method   Industry Credential
Credential Code   Delivery Code
Earned Period   Earned Date

CTE Student Template

Student Fact Data   CIP Code
Student ID Delivery   PA Secure ID
Method Registered   CTE Status Pell
Appr. CTE   Grant
Performance Total   Program Hours Completed
Course Hours   Percentage Completed
Attendance Hours   Transfer Hours
Make-Up Hours

PDE requires the reporting of Number of Program Hours Completed as well as the Percentage of Program Completion based on course hours. According to the PIMS Manual, Number of Program Hours Completed is defined as "the cumulative total adult affidavit CTE program instructional hours the student successfully completed for the student's reported CIP over the span of the student's adult education (not just this reporting year)."

Step 4: Creating the PIMS Export File

The PIMS export is created in the PIMS Export Management Module. These files will used for the upload PDE.

Prior to exporting the files, users **MUST** be logged into the ClassMate Desktop Connection. Accessing ClassMate for Adult Education using the Desktop Connection allows user's access to the M: Drive where the PIMS export files will be held.

If you do not have the Desktop Connection, please contact the ClassMate Helpdesk by submitting a case via our Support Center at: http://cte.na2.teamsupport.com

Using the PIMS Management Module:

Prior to creating the PIMS Export files, users should first copy any previously submitted export files to a different and safe location at your local site. This is the responsibility of the data managers and it not an automated process.

Copying, Purging and Creating PIMS Files:

1. From the Desktop access File Explorer (double click Yellow Folder on the 'Desktop')
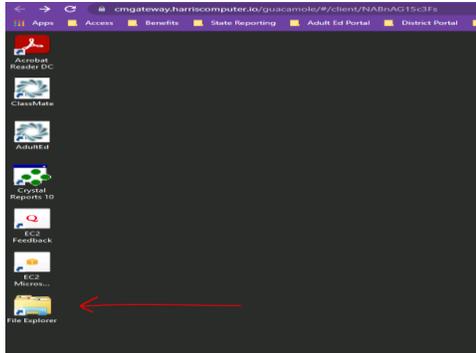
By default the files are created and held: **M:\classmate\adulted\pims.**
Navigate to the files. Files are named based on the school's AUN, the name of the template, and the date it was created, and are .csv file types.

Sample filename: 123456789_Student_20127161055.csv means it is from school AUN 123456789, is the Student template, and was created at 10:55 on 7/16/2012.)

3. **Copy** previously submitted files: Copy previously submitted files to another folder on your school's network. This could be another folder within the M:\ drive or perhaps another location. **DO NOT** create a sub-folder within the M:\classmate\adulted\pims folder as such sub-folders will be deleted in the Purge process.

Purge the PIMS Folder: Once your previous PIMS Export files (if any) are safely copied to another location, the next step is to run a Purge to clear the **M:\classmate\adulted\pims** folder. **This process will DELETE** any **and all files and subfolders so be sure you have copied any previously submitted files to a safe location first.**

Modules > State Reporting > PIMS Export Management.

1. Select the word **Edit** from the bar located at the upper left of the screen.
2. Select **Purge CSV Folder**. A confirmation message will display confirming the deletion.
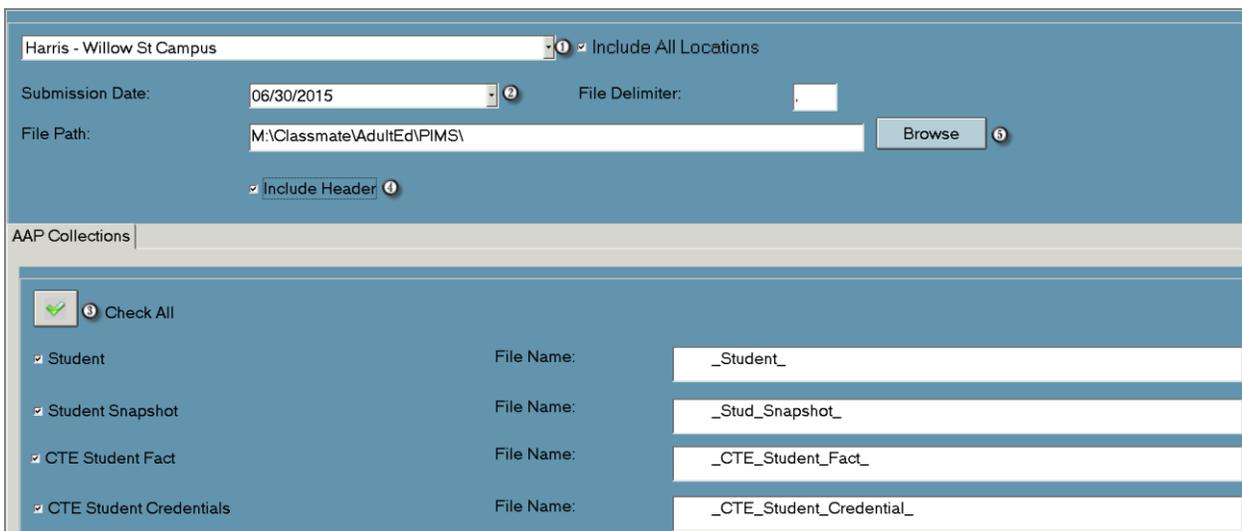3. Select **"Yes".** The M:\classmate\adulted\pims folder will now be empty.

Create the PIMS Export Files: In the PIMS Export Management Module:
1. Select the **Location** from the drop down menu. Clicking **"Include All Locations"** checkbox will create a consolidated export of all your locations in one file
2. Select the **Submission Date** of 6/30/xxxx from the dropdown.
3. Check the boxes next to the **Exports** you wish to create. You can also just click the **"Check All"** button to check all four exports automatically
4. Select the **Include Header** if desired.
   Checking the "Include Header" is optional, doing so will put headers in the .csv files which may make troubleshooting easier if you need to open and view the .csv files for any reason. If you do include headers, there is a corresponding checkbox on the PDE upload site that you must also check to indicate to PDE that your files contain.

   Unless you change the default, the files will be created in the **M:\classmate\adulted\pims** folder.
   This default can be changed by clicking the Browse button in the PIMS Export Management module.

   Do not change the "," currently selected in the File Delimiter box – this should only be changed in specific troubleshooting circumstances.

Click the **Black Disk** Icon to create your exports. You will get a "File completed successfully for # of records" message for each file as it is created. Click **OK** to create the next file.

Important Notes regarding File Types:

The export files created are in two formats: .csv and .xls. csv, "comma separated value" files, are able to be opened and viewed. Opening Excel files will re-format some of the number fields. For this reason, if you ever have the need to open and view a PIMS Export file it is imperative that you **DO NOT SAVE** the changes to the file when prompted to do so upon closing. Doing so will render the file unusable by PIMS.

Submitting PIMS Export Files to PDE:

1. Login to **Desktop Connection**
2. From the Desktop you will need to access the M:\ClassMate\AdultEd\PIMS folder and download each template that you need to upload to PIMS to your local computer for accessing to submit. This is done by copy/paste or drag/drop the selected files to the G:on Guacamole RDP > Download folder (if you need detailed instructions, please visit our website classmate.net for documentation or to view the recorded webinar on uploading/downloading via Gateway)
3. **Connect and Login to PDE/PIMS** website. Should you have any issues logging into the PDE/PIMS site you must contact PDE as ClassMate cannot assist.
4. **Upload** the four PIMS Export Templates you download from the M: drive to your local folder - **Note:** Files must be uploaded in the following order:
   - Student
   - Student Snapshot
   - CTE Student Fact
   - CTE Student Credential

If you have further questions concerning ClassMate functionality related to PIMS, please contact the ClassMate Helpdesk by submitting a case via our Support Center at: http://cte.na2.teamsupport.com

If you have questions concerning PIMS such as: logging into the PDE/PIMS website, uploading templates on the PDE/PIMS website, errors received on the PDE/PIMS website, accessing/running PIMS Cognos Reports, etc please contact the PIMS Help Desk, the number is 1-800-661-2423.