

Course/Highly Qualified Data Collection – Pa. Information Management System (PIMS)

Please register all participants from your LEA by providing the following in the chat box:

- 1. Name;**
- 2. Complete LEA name; and**
- 3. Email address.**

Please have a copy of the 2012-2013 PIMS Manual, Volumes I and II available during this presentation.

Timeline

- **Data Submission:** January 28 to February 15, 2013
- **Correction Period (overrides required):** February 18 to March 29, 2013
- Remedy ticket is required for all deletes and overrides.

Timeline (Continued)

- **Entering Uncertified Charter School Teachers in Teacher Information Management System (TIMS):** January 28 to February 15, 2013
- **Overrides Required:** Feb 18 to March 29, 2013
- **Submission of HQT-ACS :** No later than June 28, 2013 **via email only** RA-PIMS-HQT@pa.gov
- **HQT Data Closed:** June 28, 2013 (no changes will be made after this date)

Updates and Changes

- New logic will be applied in the 2012-13 HQT data analysis process:
 - ✓ Teacher content test results (i.e. Elementary Special Education teachers)
 - ✓ Academic major in an area relevant to the State Course Code ID

TEAMWORK IS THE KEY TO SUCCESS IN THIS COLLECTION.

Updates and Changes (Continued)

- No planned manual updates will be applied to 2012-13 HQT data
- Uncertified charter school teachers submit application in TIMS
- LEA responsibility to review and correct HQT data to ensure accurate percentages



TEAMWORK IS THE KEY TO SUCCESS IN THIS COLLECTION.

What Entities Are Required to Submit Data?

- School Districts
- Career and Technology Centers
- Intermediate Units
- Charter Schools
- State Juvenile Correctional facilities

Approved Private Schools (APS) and Private Residential Rehabilitation Institutions (PRRI) ***do not report***

Pa.'s HQT Process in Four Easy Steps

1. Update your list of **OPEN** schools in EDNA (location ID)
2. Create a **list of courses** that must be reported at each location (Course Template)
3. Generate a **list of teachers** for each section of each current course at each location (Course Instructor Template)
4. Compile the **list of students** for each teacher and every section (Student Course Enrollment Template)

1. List of Location IDs

Use EDNA Advanced Search for OFFICIAL status

<http://www.edna.ed.state.pa.us/EntitySearch.asp>

AREAS TO DOUBLE CHECK

1. Reorganized schools
2. New schools
3. Closed schools

REMEMBER: Shared facilities must be reported separately if they have different school numbers.

2. Plan your List of Courses

- **Mapping:** Identify the Alternate Course ID, or State Course Code, that aligns with the curriculum in your local course (Local Course ID)
 - ✓ Self-contained elementary classes
 - ✓ Departmentalized 6th grade classes
 - ✓ Secondary courses
 - ✓ Specialized courses

2A. Mapping Self-Contained Elementary Courses

- Include all leading zeroes 0001, 0002 ... 0006
- Select one if there are multiple local subjects per grade
- *Do not include* the following subjects on any of the templates:
 - Art, Music, Physical Education
 - Computer, World Languages
 - All specials

2A. Mapping Departmentalized 6th Grade

When students change teachers for core subjects, use the following State Course Codes:

- | | |
|-------------------------|--------|
| – English/Language Arts | 010013 |
| – Math | 020026 |
| – Science | 039994 |
| – Social Studies | 043051 |
| – Music | 051161 |
| – Art | 059912 |
| – World Languages | 069971 |

2B. Mapping Secondary Courses

- 01... English, Language Arts
- 02... Mathematics
- 03... Science
- 04... Social Studies, History
- 05... Fine Arts (Art and Music)
- 06... World Languages
- 07... Religion
- 08... Physical Education
- 09+ Military, Technology, Business, Vocation

2B. Common Mapping Errors for Secondary Courses

- **Anatomy/Physiology:** 03053 or 08xxx
- **Business Law:** 04164 or 12054
- **Dance:** 05xxx or 08xxx
- **Photography:** 05xxx or 11xxx

The department responsible for the course determines which state course code is to be used

2C. Mapping Specialized Courses

- **Dual Enrollment** -- Courses begin with letter D
- **Special Education** – Courses begin with letter S
 - Report only *full-time, dedicated* classrooms
 - *Exclude* learning support, resource, co-teachers, pull-out, push-in, etc.

2C. Mapping Specialized Courses (Continued)

- **English as a Second Language** – Courses begin with letters ESL
 - Report only full-time, dedicated classrooms
- **Visually Impaired** – Courses begin with letter V
- **Hearing Impaired** – Courses begin with letter H
- **Alternative Education** – Courses begin with letters AE
 - There is a course code for ungraded

3. Course Instructor Planning

- The data reported on the Course Instructor template are different from the “staff collection”
- Identify teachers who are currently teaching courses that have students enrolled
- Report only PPIDs for teachers can not use SS#.

3. Course Instructor Planning (Continued)

- Use 8888888 for teachers of dual enrollment courses when they are not employees of LEA
- Use 9999999 for a teacher who is subcontracted by the LEA

These are single staff records with fictitious data ¹⁷

Cyber Scenarios

When do I use 99999999 and when
do I use the PPID?



- The LEA that employs the teacher reports the course , instructor, and enrollments
- A cyber course should be reported in the school that supplies the teacher.
- In cases where a cyber-course is taught by a private subcontractor, the course location should be school that contracted with the vendor.

4. Course Enrollment Planning

- Select students for the course instructor sections reported
- Student ID = PAsecureID



Check the Links Before Uploading

Course Template Details									
District Code	Location ID	Full Location Name	Course ID	Semester	Full Course Name	Honors	Alternate Course ID	Graduation Requirements Indicator Code	Dual Credit Course
999999999	9999	PDE School	0005	FY	Grade 5	N	0005	N	No
999999999	9999	PDE School	0006	T2	Grade 6	N	0006	N	No
Course Instructor Template Details									
District Code	Location ID	Full Location Name	Course ID	Full Course Name	Staff ID	Staff Last Name	Staff First Name	Course Section Number	Semester
999999999	9999	PDE School	0005	Grade 5	1234567	Doe	John	1	FY
999999999	9999	PDE School	0006	Grade 6	1234567	Doe	Jane	1	FQ
Student Course Enrollment Template Details									
District Code	Location ID	Full Location Name	Student ID	Student Last Name	Student First Name	Course ID	Full Course Name	Course Section Number	Semester
999999999	9999	PDE School	9999999999	Doe	John	0005	Grade 5	1	FY
999999999	9999	PDE School	9999999999	Doe	Jane	0006	Grade 6	1	FQ

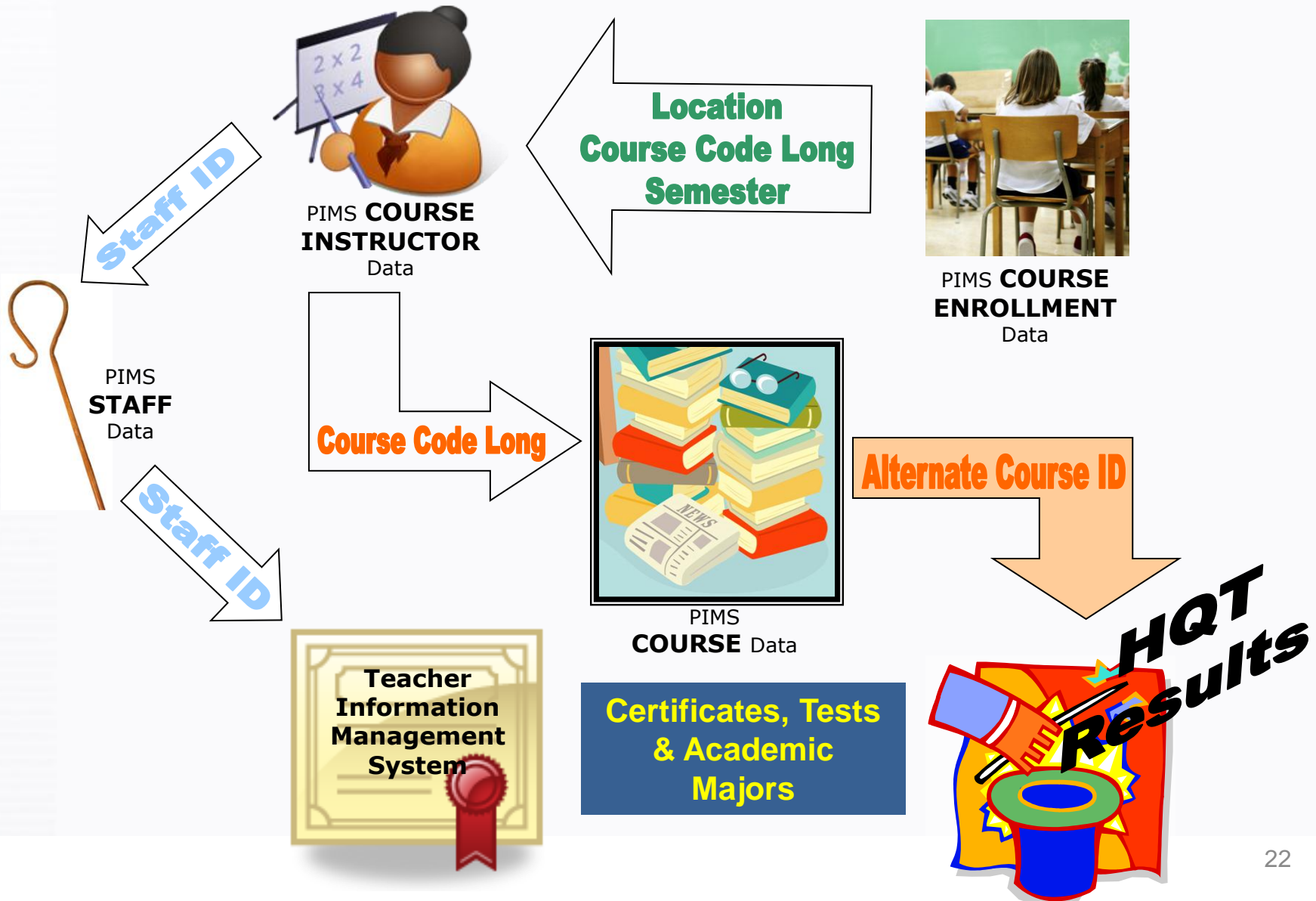
2012-13 HQT Data Collection - PIMS

Tom Corbett, Governor

Ronald J. Tomalis, Secretary of Education

www.education.state.pa.us

If ANY LINK FAILS, or ANY TEMPLATE DATA MISSING, the Section is NHQT



NEXT STEPS...SUBMIT AND CHECK

- PIMS
 - View Batch Button
 - Batch Manager
 - File Details
- Cognos Reports
 - Run verify data reports
 - Run error reports
 - Run validation reports



GREEN CHECK IS NOT PERFECT

eScholar Data Manager - Microsoft Internet Explorer provided by PA Department of Education

File Edit View Favorites Tools Help

Address: https://www.pims.state.pa.us/EDM/filedetails.edm?batchedFileId=157197&batchId=92049


File Details

Change District
Home
File Manager
Batch Manager
Logout

Admin Functions
Broadcast Messages
Collection Manager
Validation Manager

External Links
PIMS Documents
PIMS Help

File Details

Filename: 102023080_COURSE_200902171353.CSV
Associated Template: COURSE
File ID: 157197
Batch ID: 92049
Uploaded Time: 2009-03-02 20:54
Header Record Present: No
Delimiter: ,
Status: Plan Complete 

Validation Information





Uploaded By: Pathways
Uploaded Time: 2009-03-02 20:54
Uploaded Via: HTTP
Last Modified By: Pathways
Last Modified Time: 2009-03-02 20:54
Total Validation Time: 0.627 seconds

Archive Information

Archived: No
Archived Time:

ETL Information

ETL Plan Start: 2009-03-02 20:53
ETL Plan End: 2009-03-02 20:54
Records Inserted: 0
Records Updated: 1

Files	Records	Last Modified Date	View File Content
Source File 102023080_COURSE_200902171353.CSV	32	2009-03-02 20:54	
Clean File 102023080_COURSE_200902171353.CSV	32	2009-03-02 20:54	
ETL Generated Files			
File ERROR_SOURCEFILE_MSG	0	2009-03-02 20:54	
LP_COURSE.log	2	2009-03-02 20:54	

Add to Batch Delete Cancel



- Number of Records
- No Errors
- ETL
 - Inserted
 - Updated

Running Cognos Reports

- **Always use the blue triangle under actions**
 - The link may not return all of the pages
 - You need to watch and wait for report results
- **Use Advanced Options**
 - Run reports “in the background” to save time
 - Use the edit options to change the report name

Using “My Folders”

- Reports that are run “in the background” are found in “My Folders”
- Internet Explorer Viewing Problems:
 - Pop-up Blockers
 - Trusted sites
 - See page 14 of the Cognos Report Primer for how to correct viewing problems

Cognos Verification Reports

The PIMS Administrator's Best Friend!

Public Folders > eScholar Framework for
Cognos - Verify > Validation Reports >
Template Verification

1. Course Template Details
2. Course Instructor Template Details
3. Student Course Enrollment Template
Details

NO REFRESH NEEDED!

Cognos Production Refresh Cycles

1. Normal PIMS and HQT refresh runs at 12:00 noon and 5:30 am
2. Certificates, tests and academic majors will be updated once a day from TIMS
3. Remember: the refresh process may take some time to run

Cognos Production Reports

Refresh & HQT Process Required

Public Folders > eScholar Framework for
Cognos - Production > HQT Reports

1. Subjects, Certifications and HQT Status
2. Teachers Teaching Core Content Courses
at 0000 or 9999 Locations – Summary
3. Teachers Teaching Core Content Courses
at 0000 or 9999 Locations - Detail

HQT Reports

Refresh & HQT Process Required

Public Folders > eScholar Framework for
Cognos - Production > HQT Reports

1. HQT, Course and Course Instructor ACS
2. HQT Teacher Listing
3. NHQT Teacher Listing
4. Not Evaluated Teacher Listing
5. NHQT Sections and Students

Look at more than the percentages

If I Can't Resolve a Problem

If problems continue even after corrections are made to your source file:

- Call the PIMS Help Desk 1-800-661-2423
- Open a Remedy ticket, available at:

http://www.portal.state.pa.us/portal/server.pt/community/pims_-_pennsylvania_information_management_system/8959/pims_help/537828

Fax forms for deletions, etc. to 717 787-3148

Thank you!

- **Jamal Wakeem**, Bureau of School Leadership and Teacher Quality
- **Brian Truesdale**, Center for Data Quality and Information Technology
- **Ross Blust**, Center for Data Quality and Information Technology
- ED, PIMS-HQT: RA-PIMS-HQT@pa.gov
- PIMS Help Desk: 800-661-2423

Questions?

Please enter your questions in the Chat area.