CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
PIMS Reporting

PIMS Safe Schools Submission
Learning Guide

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INTRODUCTION

This Learning Guide will go over how to review PIMS-related Discipline data and how to create the Discipline-related templates required for the submission to PIMS. The templates covered in this Learning Guide are those from the Discipline Domain and the Location Domain. The following topics will be covered during this Webinar:

- Creating the PIMS Files

- Reviewing Setup

- Reviewing Student Incident and Action Records

- Instructions for Opening the PIMS Files in Microsoft Excel™

- The PIMS Templates

- Questions and Answers

PLEASE NOTE: All PIMS-related information is based on the latest PIMS manuals and is subject to change by the Pennsylvania Department of Education (PDE).

CREATING THE PIMS FILES

Create PIMS Files Screen

REPORTS > EXPORTS > PA STATE REPORTING

Select **Scheduling Year** and **New Run**

	Date Run	Staff	Parameters	Contents	Status
☐	04/18/2013 13:34:06	Administrator, District	Demo SD:2012 - 2013	Student Calendar Fact	Completed
☐	04/23/2013 07:34:09	Administrator, District	Demo SD:2012 - 2013	Student, Student Snapshot, Programs Fact, School Enrollment, Course, Course Instructor, Course Enrollment, School Calendar, Student Calendar Fact	Completed
☐	04/23/2013 07:42:15	Administrator, District	Demo SD:2012 - 2013	Student, Student Snapshot, Programs Fact, School Enrollment, Course Enrollment, Student Calendar Fact	Completed

This screen is used to create the eight tab-delimited Discipline and Location Domain files. These files meet the specifications outlined in the most recent revision of the PIMS Manual Volume 1 available on the PIMS site.

PLEASE NOTE: The process is to be used by any district using Discipline.

Discipline/Location Fact: This option is used to create the seven Discipline Domain submission files: Incident, Person, Incident Offender, Incident Offender Infraction, Incident Offender Disciplinary Action, Incident Offender Parent Involvement, and Incident Victim, as well as the one Location Domain submission file: Location Fact.

Date Range/Through: Enter the district's first day of school in the first **Date Range** (from date) field. The district's last day of school is entered in the **through** date field. Alternately, enter 07/01/yyyy as the from date and 06/30/yyyy as the **through** date to encompass the entire school year.

Run: Select the **Run** button to create the PIMS Discipline Domain and the PIMS Location Domain templates. If errors are detected when the files are being generated, a message will display. Error Reports are generated, as needed, to guide data correction or completion.

IMPORTANT NOTE: Before performing the Create PIMS Files process for subsequent data files, please update any required fields, using any Error Reports that have been generated to guide correction or completion.

File Naming Conventions

File naming conventions follow those mandated by PDE.

DistrictCode_TargetTable_YYYYMMDDHHMM.csv (example: 100000009_incident_201006051134.tab)

The first nine digits in the file names are the digits entered as the AUN of the Submitting Agency.

District Code = 9-digit Administrative Unit Number (for example, 100000009)

The next portion of the file name is specified (for each file layout) in the PIMS User Manual - Volume 1 available on the PIMS site.

Target Table (located on template) e.g., 'INCIDENT'

The next portion of the file name represents the four-digit year (YYYY), the two-digit month (MM), and the two-digit day (DD), followed by the hour and minute (military time-24 hour clock) when the file was created (HHMM).

Time Stamp (ensures uniqueness for the file) e.g., '200709051134'

The last part of the file is the file extension.

File Extension (data separator type) e.g., tab for tab separated

NOTE: Be sure to retrieve the appropriate file(s) when you are ready to submit the information to PDE via the ePDE Web Portal.

REVIEWING SETUP

Discipline Incident Types

SYSTEM > DISCIPLINE/DISCIPLINE INCIDENT TYPE

Discipline							?
						Sort Discipline Incident Types	New
	Discipline Type	Discipline Incident Type ▼					

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		Code	Name On State Report	Discipline Incident Type	Description	Sort Name	State Reporting Type
📝	✕	1	Simple Assault on Student	Simple Assault on Student	Simple Assault on Student	1	PA
📝	✕	2	Aggravated Assault on Student	Aggravated Assault on Student	Aggravated Assault on Student	2	PA
📝	✕	3	Simple Assault on Staff	Simple Assault on Staff	Simple Assault on Staff	3	PA
📝	✕	4	Aggravated Assault on Staff	Aggravated Assault on Staff	Aggravated Assault on Staff	4	PA
📝	✕	5	Rape	Rape	Rape	5	PA
📝	✕	6	Involuntary Deviate Sexual Intercourse	Involuntary Deviate Sexual Intercourse	Involuntary Deviate Sexual Intercourse	6	PA
📝	✕	7	Statutory Sexual Assault	Statutory Sexual Assault	Statutory Sexual Assault	7	PA
📝	✕	8	Sexual Assault	Sexual Assault	Sexual Assault	8	PA
📝	✕	9	Aggravated Indecent Assault	Aggravated Indecent Assault	Aggravated Indecent Assault	9	PA
📝	✕	10	Indecent Assault	Indecent Assault	Indecent Assault	10	PA
📝	✕	11	Indecent Exposure	Indecent Exposure	Indecent Exposure	11	PA
📝	✕	12	Open Lewdness	Open Lewdness	Open Lewdness	12	PA
📝	✕	13	Obscene and other sexual materials and performances	Obscene and other sexual materials and performances	Obscene and other sexual materials and performances	13	PA
📝	✕	14	Sexual Harassment	Sexual Harassment	Sexual Harassment	14	PA

After the selection of this menu path, the Discipline Incident Types load. The Discipline Incident Types that have the keystone icon (PA) in the State Reporting Type column above are PIMS Infraction codes and have been preloaded for the district. No state defined codes may be added or deleted by the district. In addition, the Code and the Name on State Report of any state code may not be changed, but the Discipline Incident Type and Description fields may be altered for local purposes. As state codes are changed or added by PIMS, the state defined Incident Types will be updated by the CSIU.

NOTE: Only Incident Types defined as state codes will be reported to PIMS as infractions. Please keep this in mind, as it will become important when entering discipline records for students.

Discipline Action Types

SYSTEM > DISCIPLINE/DISCIPLINE ACTION TYPE

Select Discipline Action Type from the **Discipline Type** drop-down.

		Code	Discipline Action Type	Description	Sort Order	State Code	State Reporting Type
	×	R1	Alternative Education	Alternative Education	0	R1	PA
	×	R8	Anger Management	Anger Management	0	R8	PA
	×	S2	Detention	Detention	0	S2	PA
	×	R4	Drug/Alcohol Counseling	Drug/Alcohol Counseling	0	R4	PA
	×	S5	Expulsion - less than one calendar year	Expulsion - less than one calendar year	0	S5	PA
	×	S7	Expulsion - more than one calendar year	Expulsion - more than one calendar year	0	S7	PA
	×	S6	Expulsion - one calendar year	Expulsion - one calendar year	0	S6	PA
	×	R5	Guidance Counseling	Guidance Counseling	0	R5	PA
	×	R2	Homebound Instruction	Homebound Instruction	0	R2	PA
	×	S3	In-school suspension	In-school suspension	0	S3	PA
	×	S1	None	None	0	S1	PA
	×	R9	Other - Remedial Program	Other - Remedial Program	0	R9	PA
	×	S10	Other - Sanction	Other - Sanction	0	S10	PA
	×	S4	Out-of-school suspension	Out-of-school suspension	0	S4	PA

The Discipline Action Types that have the keystone icon (PA) in the State Reporting Type column are PIMS Sanction codes and have been preloaded. No state defined codes may be added or deleted by the district. In addition, the Code of any state code may not be changed, but the Discipline Action Type and Description fields may be altered for local purposes. As state codes are changed or added by PIMS, the CSIU will update the state defined Action Types.

Action Types may be mapped to PIMS Sanctions using the State Code field. This should only be done when the district wishes to equate a locally defined action type with a PIMS Sanction.

NOTE: Only Action Types defined as state codes will be reported to PIMS as sanctions. Please keep this in mind when associating locally defined Action Types with PIMS Sanctions.

State Code - This drop-down is populated by PIMS Sanction codes. Associate the action type with a PIMS Sanction code if desired. Please keep in mind that if a state code is associated with an action, that action is eligible to be reported to PIMS.

If the district allows staff to assign actions to local incidents (i.e. a teacher's personal detention) and the action they use is associated with a **State Code**, the teacher's personnel detention will not be reported as a disciplinary action to PIMS. This is because the incident code in this case is not defined by the state. To

avoid confusion, it is good practice to define local action codes with no associated state code and instruct staff as to which they are to use for their personal purposes.

REVIEWING STUDENT INCIDENT AND ACTION RECORDS

The primary method for reviewing incident and action records for students is to use the **STUDENT > DISCIPLINE > DISCIPLINE ENTRY WIZARD**. This method was designed for administrative staff that is responsible for the PIMS submissions and tracking information like hearings, victims, actions. It is the method being covered in this Learning Guide.

A second method that can be used is **STUDENT > PROFILE > DISCIPLINE**. It was designed for teachers or staff to use and can be accessed wherever the student Profile is available (class rosters, attendance, etc.). This method will not be covered in this Learning Guide.

Discipline Entry Wizard

STUDENT > DISCIPLINE > DISCIPLINE ENTRY WIZARD

The discipline information entered on this screen is comprehensive and can be of a sensitive nature. It is recommended that only those who are responsible for the administration and recording of student disciplinary actions and the PIMS submission access this screen. Security may be configured to allow a broader spectrum of users if the district desires.

Searching for Existing Incidents

Student and staff are driven by building. Make sure the correct building is selected in the School Selection drop-down in the upper right corner of the screen.

The **Search Existing Incidents** button displays all existing incidents that match the search criteria. This button is useful for quickly locating incident records that may have been entered by a staff member and require more information or for viewing all incidents for a particular offender or of a specified **Incident Type**.

The Edit ( ) icon is used to open the exiting Incident record.

Incidents

STUDENT > DISCIPLINE > DISCIPLINE ENTRY WIZARD/INCIDENT

Fields marked with a red asterisk (*) are required.

Incident ID - This will be a unique id generated by the system when the record is saved.

Incident Category - Select the incident category. The entries for this drop-down are supplied by **SYSTEM > DISCIPLINE/DISCIPLINE INCIDENT TYPE**.

NOTE: If the **Incident Category** selected is a state defined code (i.e. PIMS Infraction), the incident will be reported to PIMS, and all offenders added to this incident record will be reported as having committed that infraction to PIMS. If this is not the desired outcome, add a local **Incident Category** that will not be reported to PIMS and then assign infractions to individual offenders that will be reported to PIMS. Adding Infractions to individual offenders is discussed in more detail below.

Referred By - Select the staff member that reported the incident or type a name in the text box under the drop-down list.

Incident Description - Enter a brief description of the incident.

Time of Day - Select During Regular School Hours or Before or After School Regular Hours.

Incident Date - Enter the date the incident occurred.

Context - Select any of the applicable incident contexts.

Publish to Portal - Select this option to publish the incident on the parent portal so that this information is available to the parents of the offenders online.

School - Select the school in which the incident occurred or for which it is to be reported.

Location - Enter where the incident took place (these are the PIMS Incident Place codes).

Specify Location - Enter the specific location the incident took place that is meaningful to the district.

Incident Details - Enter any details about the incident the district would like to record (limit 2000 characters). Click the ( ) icon to run spell check for this field.

Incident Time - Enter when the incident took place.

Number of Student Victims - Enter the number of victims.

Infractions

Select the Edit ( ) icon next to an existing infraction to modify the selected infraction.

Select the (Add Infraction) that is located at the right side of the Infractions section to enter new or additional infractions.

Assign

Click the (Assign Offenders) that is located at the right side of the Infractions section to assign new or additional offenders to the infraction.

Infractions:			Add Infraction
Infraction	**Description**	**Assign**	
18. Minor Altercation	Minor Altercation	Assign Offenders	
Last Name	**First Name**		**Type**
Armstrong	Brettlyn		Student

| Incident | Actions | Offenders | Victims | Hearings | Finish | View Incident | Discipline Letter | Restart |

Adding an Infraction to an incident record is useful if a student has committed several infractions that need to be separately defined or if there are multiple offenders that have committed different infractions related to an incident.
NOTE: the **Infraction** drop-down is populated with the same entries as the **Incident Category** field but the terminology was changed here to represent the specificity of how this field is to be used especially in the case of multiple offenders. However, if a state defined infraction is selected, it will not be reported to PIMS unless the **Incident Category** is also state defined.

This is why it is a good idea to have locally defined Discipline Incident Types in **SYSTEM > DISCIPLINE/DISCIPLINE INCIDENT TYPE** that are general enough to account for scenarios where there might be multiple offenders committing a mix of state defined and locally defined incidents. An example of such an Incident Type might be "Unique Primary Infractions" that could be used when an incident contains multiple offenders with different infractions assigned to them.

Actions

STUDENT > DISCIPLINE > DISCIPLINE ENTRY WIZARD/ACTIONS

Click the **Actions** button to display the Actions screen.

Discipline Wizard								?

| Incident | Actions | Offenders | Victims | Hearings | Finish | View Incident | Discipline Letter | Restart |

Actions

Actions:				
	Action Type	**Date**	**Description**	**Offender**	**Days Served**
	Out-of-school suspension	09/04/2012 - 09/12/2012	out of school suspension	Jedlinski, Amanda Rose (Student)	

| Incident | Actions | Offenders | Victims | Hearings | Finish | View Incident | Discipline Letter | Restart |

Select the Edit ( ) icon next to an existing action to modify the action.

Select the ✚ (Add Action) that is located at the right side of the Actions section to add an action record.

Actions

Actions: ✚

	Action Type	Date	Description	Offender	Days Served
📄 📝 📋 ✖	Out-of-school suspension	09/04/2012 - 09/12/2012	out of school suspension	Jedlinski, Amanda Rose (Student)	✚

Edit Action

* Disciplinary Action Type: (S4) Out-of-school suspension

Action Details: [ ] ✓ABC

* Begin Date: 09/04/2012

End Date: 09/12/2012

Receiving Educational Service: ☐

* Offender: Jedlinski, Amanda Rose (Student)

* Authority: Teacher

Police Notified: ☐

Parent Contacted: ☑

Name of Parent/Guardian: Jim Oregano

Parental Notification Date: 08/31/2012

* Description: out of school suspension

* Action Status: Temporary

Number Of Days: 7

Room: [ ]

Offender Response: [ ] ✓ABC

Authority Name: [ ]

Parent Notified By: ☑ Telephone ☐ Letter ☐ Conference ☐ Counseling ☐ Law Enforcement ☐ NA

Description: [ ]

Publish To Portal: ☐

Fields marked with a red asterisk (*) are required.

Disciplinary Action Type - Select the action type. The entries for this drop-down are supplied by **SYSTEM > DISCIPLINE/DISCIPLINE ACTION TYPE**.
NOTE: If the **Disciplinary Action Type** selected is a state defined code (i.e. PIMS Sanction) the action will be reported to PIMS as long as the incident is reportable to PIMS. If the action type is locally defined, but has been associated with a state code in **SYSTEM > DISCIPLINE/DISCIPLINE ACTION TYPE**, it will also be reported to PIMS. This is why it is important to give careful consideration to linking locally defined actions with state defined actions.

Action Details - Enter details of the action. Click the (✓ABC) icon to run spell check for this field.

Begin/End Date - Enter the beginning and ending date for the duration of the action. If the **Action Status** is 'Permanent' the end date is not required.

Number of Days - Enter the duration of the action in days.

Receiving Educational Service - Select this option if the offender is receiving educational services.

Offender - This box displays all offenders. To assign this action to one or specific offenders, click on the offender name or hold down the CTRL button and click on specific offenders. Any offenders not selected will not be assigned the action.

Authority/Authority Name - Select a predefined authority from the authority field. This selection will populate the **Authority Name** field based on the **SYSTEM > DISCIPLINE/DISCIPLINE AUTHORITY** screen. While **Authority** is a required field, **Authority Name** is not. Therefore, it is permissible to let this field blank.

Police Notified - Select this checkbox to indicate that police were notified and to display the **Precinct\LLE**, **Central Complaint Number**, **Arrest**, and **Adjudication** fields.

Police Notified ☑	
Precinct\LLE	Central Complaint Number
Arrest ▼	Adjudication ▼

Precinct\LLE - Enter the name of the law enforcement agency notified.

Central Compliant Number - Enter if known.

Arrest - Enter the arrest code if known.

Adjudication - Enter the adjudication if known.

Parent Contacted - Select this box if the offender's parents were notified of the incident. If this option is checked, the **Name of Parent/Guardian** and **Parent Notified By** fields are both required.

Name of Parent/Guardian - Enter the name of the person notified.

Parental Notification Date - Enter the date the parent was notified.

Description - Enter a brief description of the action.

Action Status - Select 'Temporary' or 'Permanent' to categorize the duration of the action.

Room - Enter the room where the disciplinary action will be enforced. For example, if detention is held in room 211, enter 211 here.

Offender Response - Enter the offender's response if applicable. Click the (ABC✓) icon to run spell check for this field.

Parent Notified By - Select the method of parent notification.

Description - Enter a description of the parent notification if desired.
NOTE: If the Parent Notified By selection is 'NA' and the Action will be reportable to PIMS, an entry must be made in the Description field to report method by which parents were notified.

Publish To Portal - Select this option to publish the action on the parent portal so that this information is available to the parents of the offenders online.

Days Served

Select ➕ (Assign Days Served) to display a new screen on which days can be assigned for the action to be served.

Add Action Served			Close
Action **Out-of-school suspension**		Offender **Jedlinski, Amanda Rose (Student)**	
Begin Date **09/04/2012**		End Date **09/12/2012**	
* Serve Date 09/04/2012 📅		* Status Assigned ▼	
Days			Save Close

Once the **Save** button is clicked, a new button appears on the screen to **Add Next Date**. Clicking this button will add the next date up to until you reach the End Date established earlier for the Action.
NOTE: Since the **Add Next Date** button does not look at the schools calendar, be sure that you do not accidentally add dates that are not school days, such as Saturdays, Sundays, holidays, etc.

Actions

Actions:

		Action Type	Date	Description	Offender	Days Served
	Out-of-school suspension	09/04/2012 - 09/12/2012	out of school suspension	Jedlinski, Amanda Rose (Student)	

		Date	Status	Days
	09/12/2012	Assigned	0.00
	09/11/2012	Assigned	0.00
	09/10/2012	Assigned	0.00
	09/07/2012	Assigned	0.00
	09/06/2012	Assigned	0.00
	09/05/2012	Assigned	0.00
	09/04/2012	Assigned	0.00

After the dates have been entered, you can click the Edit (✎) icon next to a date to record the **Status**. The available statuses are: Assigned, Not Served, Completed, Absent, and Excused.

Offenders

STUDENT > DISCIPLINE > DISCIPLINE ENTRY WIZARD/OFFENDERS

Click the **Offenders** button to display the Offenders screen.

Discipline Wizard

| Incident | Actions | Offenders | Victims | Hearings | Finish | View Incident | Discipline Letter | Restart |

Offenders

Report Offenders : 1

		ID	First Name	Last Name	Current Grade	Age	Type	Action
	1_1006	Amanda Rose	Jedlinski	9	14	Student	

		Action Type	Date	Description	Days Served
	Out-of-school suspension	09/04/2012 - 09/12/2012	out of school suspension	

		Date	Status	Days
	09/12/2012	Assigned	0.00
	09/11/2012	Assigned	0.00
	09/10/2012	Assigned	0.00
	09/07/2012	Assigned	0.00
	09/06/2012	Assigned	0.00
	09/05/2012	Assigned	0.00
	09/04/2012	Assigned	0.00

| Incident | Actions | Offenders | Victims | Hearings | Finish | View Incident | Discipline Letter | Restart |

Select the Edit (✎) icon next to an existing offender to modify the offender information.

Edit Offender

Offender Type	**Student**	First Name	**Amanda Rose**
Middle Name	**Jayne**	Last Name	**Jedlinski**
Teacher Comment	[ ]	Teacher Recommendation	Contact the student's parent [▼]
Age (at Incident)	**14**	Offender Response	[ ]
Weapons Used	Handguns [▼]	Weapons Detection	--Select-- [▼]
Number of Weapons	4	Weapons Detection Comments	[ ]

[Save] [Close]

The Edit Offender screen displays. Fields marked with a red asterisk (*) are required.

Teacher Comment - Enter any comments from the teacher reporting the incident if applicable.

Teacher Recommendation - Select a teacher recommendation.

Offender Response - Enter the offender's response if applicable.

Weapons Used - Select the type of weapon used if the incident involved a weapon.

Weapons Detection - Enter the method used to detect the weapon.

Number of Weapons - Enter the number of weapons used.

Weapons Detection Comments - Enter any comments about the weapon's detection.

Select the ✚ (Add Offender) that is located at the right side of the Offenders section to add an offender.

Select Offenders			
		Select Student	Select Staff	Select Person	Close

Select School	Demo High School ▼	Grade	--Select-- ▼
Students		Criteria	--Select-- ▼
Student Status	--Select-- ▼	Course	»
Program Status	--Select-- ▼	Section	▼
Group	--Select-- ▼	Date	📅
Incident Type	--Select-- ▼	Include Transferred	☐
	Search		

There are four buttons at the top right of the screen **Select Student**, **Select Staff**, **Select Person**, and **Close**. The first three buttons allow the entry of different types of offenders and access different screens.

Select Students

When the page loads, the Select Student screen loads by default. This screen allows users to search for students within the district.

Enter any search criteria and click the **Search** button. Two boxes will display at the bottom of the screen.

Select Offenders			
		Select Student	Select Staff	Select Person	Close
Select School	Demo High School ▼	Grade	--Select-- ▼
Students	s	Criteria	LastName ▼
Student Status	--Select-- ▼	Course	»
Program Status	--Select-- ▼	Section	▼
Group	--Select-- ▼	Date	📅
Incident Type	--Select-- ▼	Include Transferred	☐
	Search		
Available People	Sadow, Bruce Perry Sadowski, Scot Robert Salvucci, Candyce Lynn Sampona, Sienna Rose Samsel, Britton Michael James Sansalone, Alissa Chanice Paige Sassaman, Donte Jillian	Selected People as Offenders	
			Save and Add Response

The "Available People" box contains all students that meet the search criteria. To select a student, click on the student's name and it will be transferred to the "Selected People as Offenders" box. The student's name will then turn red in the "Available People" box to indicate that student is selected. After the offenders have been selected, click the **Save and Add Response** button to add an offender record. If multiple students are selected, multiple offender records will be created.

Select Staff

To add a staff member as an offender, click the **Select Staff** button.

Enter any search criteria and click the **Select** button. Two boxes will display at the bottom of the screen.

The method for adding a staff member as an offender is the same as adding a student from this point.

Select Person

Click the **Select Person** button to add an offender record for anyone who is not a student or staff member at the district. This includes students from other schools and parents.

Notice that the **Add Other Person** button is now available. If the person has already been entered using this screen, enter the person's name and criteria and click **Search**. If the person has not previously been reported as an offender, click the **Add Other Person** button.

Fields marked with a red asterisk (*) are required.

First/Middle/Last Name - Enter the person's name.

Gender - Select the gender.

Date of Birth/Age - Enter either **Date of Birth** or **Age** if desired.

Race - Select the person's race if known. If the race unknown, select "Unspecified".

District - Enter the school or district that the person is from if the person is a student from a different school district.

Person Type - Select the person type the best categorizes this offender.

After all required fields are entered, click the **Save** button to add the person as an offender. This person will then be stored in the database and may then be searched for if they are a repeat offender.

Edit Person

After an Other Person type person has been added as an offender, click the 🧑 (Edit Other Person) icon to edit the person's information

Victims

STUDENT > DISCIPLINE > DISCIPLINE ENTRY WIZARD/VICTIMS

Click the **Victims** button to display the Victims screen.

Discipline Wizard									?
	Incident	Actions	Offenders	**Victims**	Hearings	Finish	View Incident	Discipline Letter	Restart

Victims

Report Victims : 1 ✚

	ID	First Name	Last Name	Current Grade	Age	Type	
📄📝✖	1_1292	Susan	Armstrong	12	17	Student	

Incident	Actions	Offenders	**Victims**	Hearings	Finish	View Incident	Discipline Letter	Restart

Select the Edit (📝) icon next to an existing offender to modify the victim information.

Edit Victim		
Victim Type **Student**	First Name **Susan**	
Middle Name	Last Name **Armstrong**	
Age (at Incident) **17**	Victim Response	
Student Assistance Program Referral ☐	Injury Severity --Select--	
Medical Treatment Required ☐	Comments	
		Save Close

The Edit Victim screen displays. Fields marked with a red asterisk (*) are required.

Student Assistance Program Referral - Select this option if the victim was referred to a student assistance program.

Medical Treatment Required - Select this option if the victim required medical treatment.

Victim Response - Enter the victim's response. Enter N/A if not applicable.

Injury Severity - Select an injury severity.

Comments - Enter any comments about the victim.

Select the ✚ (Add Victim) that is located at the right side of the Victims section to add a victim.
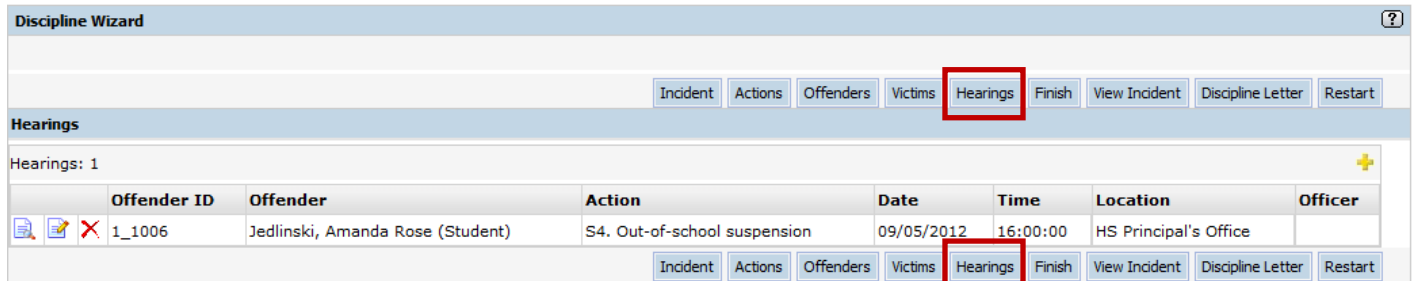
NOTE: Since the Add Victim icon works like the Add Offender option, please refer to that section of this Learning Guide for how to use it.

Hearings
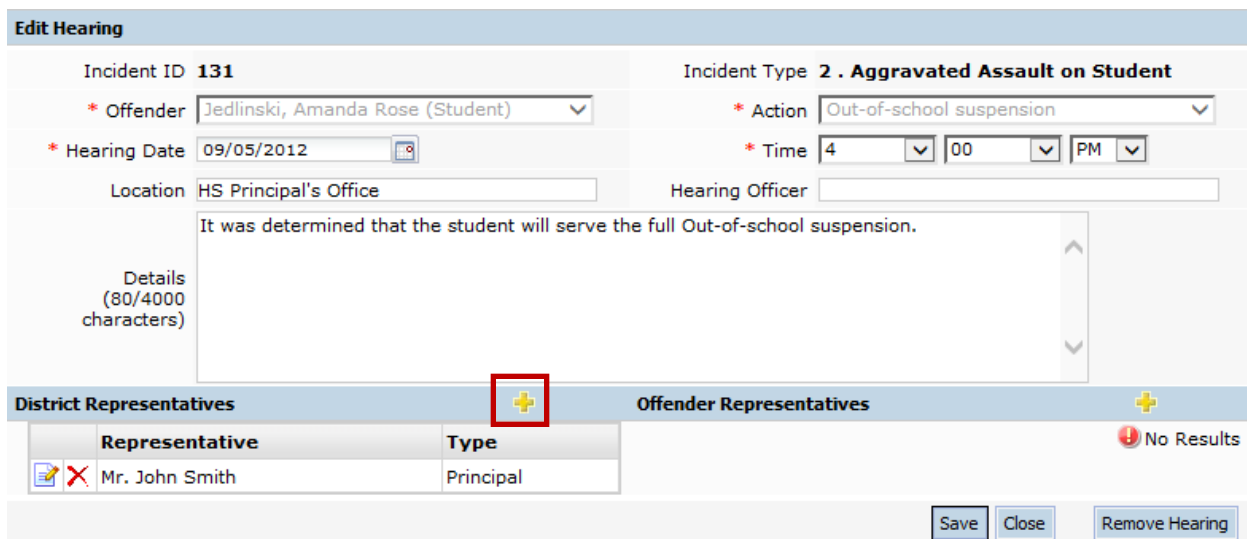
STUDENT > DISCIPLINE > DISCIPLINE ENTRY WIZARD/HEARINGS

The **Hearing** button allows the district to record any disciplinary hearings that resulted from an incident. PIMS does not collect hearing information at this time so this information is only recorded for local purposes.

Staff cannot enter hearing information from the student profile. This screen is the only place where hearing information may be added.

Select the Edit () icon next to an existing offender to modify the hearing information.

Select the (Add Hearing) that is located at the right side of the Hearings section to add a hearing record

Since multiple offenders and actions may exist, users have the ability to select the **Offender** and the **Action** that resulted in a hearing. There must be at least one offender and action record before a hearing record may be added.

Fields marked with a red asterisk (*) are required.

Hearing Date - Enter the date of the hearing.

Time - Enter the time of the hearing.

Location - Enter the location of the hearing.

Hearing Officer - Enter the name of the person who presided over the hearing.

Details - Enter any details about the hearing (up to 4000 characters).

Select the Edit () icon next to an existing district or offender representative to modify the representative's information.

Click the () icon next to the appropriate heading to add additional district or offender representatives that were present at the hearing.

Fields marked with a red asterisk (*) are required. The fields are the same for both the district and offender representative. The only difference is the preloaded entries that populate the **Type** drop-down.

Representative - Enter the name of the district/offender's representative.

Type - Select a type that best categorizes the representative's relationship to the district/offender. The fields that populate this drop-down are preloaded and differ depending on the representative's affiliation (district or offender).

The Finish Button

STUDENT > DISCIPLINE > DISCIPLINE ENTRY WIZARD/FINISH

Click the Finish button to return to the Search Offenders screen. The Finish button cannot be clicked when a second window is open (e.g. hearing, victims, etc.).

View Incident

STUDENT > DISCIPLINE > DISCIPLINE ENTRY WIZARD/VIEW INCIDENT

Click **View Incident** to display details about the incident, action, offender, victim, and hearings. This screen may also be used to assign actions to offenders. A printer icon is also available for printing the incident.

View Discipline Incident

🖨 Close

Incident ID	131	School	Demo High School
Incident Category	Aggravated Assault on Student	Location	On school property/grounds
Referred By	Jaffee, Talia	Specify Location	Gym
Incident Description	Altercation that caused contusions	Incident Details	
Time of Day	During Regular School Hours		
Incident Date	08/31/2012	Incident Time	10:43AM
Context	Violation of Student Code of Conduct, Violence	No. of Student Victims	1
Weapon Used		No. of Weapon Used	0

Infractions(1)

Infraction	Description	Note
41. Possession of Other Firearm	Possession of Other Firearm	Possesson of Other Firearm code 41

Offender ID	First Name	Last Name	Offender Type	Number of Weapons
1_1006	Amanda Rose	Jedlinski	Student	22

Offenders Involved(2)

Offender Type	Offender ID	First Name	Last Name	Current Grade	Age	Action
Other Person	3_16	Charlie	Brown		13	✚
Student	1_1006	Amanda Rose	Jedlinski	9	14	✚

Action Type	Date	Days	Description
Out-of-school suspension	09/04/2012, 09/05/2012, 09/06/2012, 09/07/2012, 09/10/2012, 09/11/2012, 09/12/2012	7	out of school suspension

Hearing Date	Time	Location	Hearing Officer	Details
09/05/2012	4:00PM	HS Principal's Office		It was determined that the student will serve the full Out-of-school suspension.

Victims Involved(1)

Victim Type	Victim ID	First Name	Last Name	Current Grade	Age
Student	1_1292	Susan	Armstrong	12	17

🖨 Close

Discipline Report Wizard

STUDENT > DISCIPLINE > DISCIPLINE REPORT WIZARD

The Discipline Report Wizard can be used to create reports containing selected incidents and actions. This report wizard can be run at the District level or the Building level.

Offender/Victim Information

Discipline Report Wizard

Offender/Victim Information	Discipline Incident Options	Discipline Infraction Options	Discipline Action Options

⦿ Offender ○ Victim ○ All   ⦿ Student ○ Staff ○ Other People ○ All

Special Status	--Select--	Program Status	--Select--
Grade	--Select--	Group	--Select--
Counselor	--Select--	Course	≫
Last Name		Section	

☐ **Include Transferred Students**

Next

Use this tab to select the students to be included on the reports. Leaving the options with the default settings will return incidents and actions for all students for either the district or building, depending on the School selection.

Click the **Next** button to enter discipline incident options.

Discipline Incident Options

Discipline Report Wizard

| Offender/Victim Information | Discipline Incident Options | Discipline Infraction Options | Discipline Action Options |

Incidents: Equal(=)

Incident Type:
Multi. Different Infractions for different offenders
BD. Bus Discipline
109. Cutting Class
CD. Classroom Disruption
CHET. Cheating Lying
DISS. Disrespect Toward Staff

☐ **State Reportable Incidents only**

Incident Location: --Select--

From

To

Back Next

Use this tab to select the incidents to be included on the reports.

NOTE: Select **State Reportable Incidents only** and enter the full school year (ex. **From** 07/01/2011 **To** 06/30/2012) in order to include all incidents that are currently indicated to be reportable to PIMS for the entire school year on the reports

Click the **Next** button to enter discipline infraction options.

Discipline Infraction Options

Discipline Report Wizard

| Offender/Victim Information | Discipline Incident Options | Discipline Infraction Options | Discipline Action Options |

Infractions: Equal(=)

Infraction Type:
Multi. Different Infractions for different offenders
BD. Bus Discipline
109. Cutting Class
CD. Classroom Disruption
CHET. Cheating Lying
DISS. Disrespect Toward Staff

☐ **State Reportable Incidents only**

From

To

Back Next

Use this tab to select the incidents to be included on the reports.

Click the **Next** button to enter discipline action options.

Discipline Action Options

Discipline Report Wizard

Offender/Victim Information	Discipline Incident Options	Discipline Infraction Options	**Discipline Action Options**

Action [Equal(=)] [▼] [_____]

Action Type
```
(70) Administrative Leave
(ALT) Alternative Ed.
(R1) Alternative Education
(R8) Anger Management
(BUL) Bullying
(BPR) Bus Privilege Revoked
```

Authority [--Select--] [▼]

From [_____] 🗓

To [_____] 🗓

Number Of Days [Equal(=)] [▼] [_____]

Please select the following wizard for report

Discipline Letters 📝	Student Report 📊
Action Report 🖨	Excel Report 📊
Incident Report 🖨	Incident Tally by Month 📊
Infraction Report 🖨	

Discipline Report

🖨 ◉ **Print with page break**   ○ **Print without page break**

[Back]

Use this tab to select the actions to be included on the reports. This tab is also used to indicate the reports to be generated.

INSTRUCTIONS FOR OPENING THE PIMS FILES IN EXCEL™

Please follow the steps below to open the PIMS files in Microsoft® Excel™ 2010.

IMPORTANT NOTE: If any of the PIMS templates are opened in Excel, DO NOT save them as Excel files. The original file template is formatted **SPECIFICALLY** for submitting to PDE. Use Excel primarily to review the data. If Excel is used to make corrections, be sure to follow the instructions in the *Guide to Manipulating Data* (located on the PDE PIMS website at PIMS Documents > PIMS How to Guides & Training Docs) to save the data in the appropriate format. We **STRONGLY RECOMMEND** that users first make a copy of the PIMS file for backup purposes; then follow these steps:

Reviewing the PIMS Data Using Excel

1. Open Excel.

2. From the Data menu, select From Text. An Import Text File window displays.

3. Navigate to the copy of the PIMS file.

4. Select the file and click Import. A Text Import Wizard will appear.

5. Using the Text Import Wizard, perform the following three sub-steps:
   Step One - Select Delimited as the Original data type, leave the other options as the default settings, and then click Next.
   Step Two - Select Comma as the Delimiter and the double quotation mark (") as the Text qualifier. Click Next.
   Step Three:
   a) Select all of the columns in the Data preview area. Be sure the first column is selected, scroll to the last column, hold down the SHIFT key, and click the last column.
   b) Select Text as the Column data format and click Finish.

6. On the Import Data window that appears select either Existing worksheet with =A1 as the location.

7. The data in the selected template file will import into the worksheet.

8. Use the PIMS Template Tables, below, to review the data.

Saving the PIMS Data Using Excel

If changes had to be made to the file, please follow the steps below to save the modified file in a format that can be submitted to PIMS:

1. From the File menu, select Save As….

2. Change the File Type selection to CSV (Comma delimited) (*.CSV).

3. To ensure that the correct name is used, locate the file you used for importing the data and select it. This will give the file the same name. It is recommended that you save the file in a different location, so as not to replace the original file.

4. Click Save.

5. Click "OK" to the message that appears asking if you want to save only the active sheet.

6. Click "Yes" to the message that appears asking if you want to keep the formatting.

7. Close the file - You may be asked to save the file again and asked if you want to keep the format, click "Yes" to both.

8. The file can now be submitted to PIMS.

THE PIMS TEMPLATES

Discipline Domain

Incident Template

Target Table: INCIDENT

Excel Column	PIMS Field	PIMS Field Name	CSIU Student Information System	R/O/CR
A	1	Submitting District Code	System > Registration \ District of Responsibility: AUN of District set as Current District	R
B	2	School Year Date	End Date of selected Scheduling Year	R
C	3	Incident ID	Discipline Incident ID	R
D	4	Incident ID Date	Discipline Incident Date	R
E	5	Location Code of Incident	The PDE School # assigned to Discipline Incident School	R
F	6	Local Incident ID	Not included	O
G	7	Incident Place Code	Discipline Incident Location	R
H	8	Incident Time Frame Code	Determined by Discipline Incident Time of Day and Time	CR
I	9	Incident Against Property Indicator	Will be reported as True for only the following Incident Category Codes: 30, 31, 32, and 33	R
J	10		Not collected	
K	11		Not collected	
L	12		Not collected	
M	13		Not collected	
N	14		Not collected	
O	15		Not collected	
P	16		Not collected	

NOTES:

Local Incident ID (Field #6): Since this field is optional, we are not including it in the template.

Incident Time Frame Code (Field #8): Required if Incident Place Code = 1 (on school property/grounds).

Person Template

Target Table: PERSON

Excel Column	PIMS Field	PIMS Field Name	CSIU Student Information System	R/O/CR
A	1	Submitting District Code	System > Registration \ District of Responsibility: AUN of District set as Current District	R
B	2	Person ID	System automatically assigns to person when first entered as either an Offender or a Victim	R
C	3	School Year Date	End Date of selected Scheduling Year	R
D	4	Person District Code	AUN entered in District field when an Other Person type is added as either an Offender or Victim	CR
E	5	Student ID	Student>Profile>Registration>State ID Number	CR
F	6	Local Person ID	Not included	O
G	7	First Name	For Student Type Persons: Registration>Student: First Name For Staff Type Persons: System > Staff > Staff: First Name For Other Persons: First Name entered when an Other Person type is added as either an Offender or Victim	CR
H	8	Last Name	For Student Type Persons: Registration>Student: Last Name For Staff Type Persons: System > Staff > Staff: Last Name For Other Persons: Last Name entered when an Other Person type is added as either an Offender or Victim	CR
I	9	Race or Ethnicity Code	For Student Type Persons: Registration>Student: Race For Staff Type Persons: System > Staff > Staff: Race For Other Persons: Race selected when an Other Person type is added as either an Offender or Victim	CR

J	10	Gender Code	For Student Type Persons: Registration>Student: Gender	CR
			For Staff Type Persons: System > Staff > Staff: Gender	
			For Other Persons: Gender selected when an Other Person type is added as either an Offender or Victim	

NOTES:

Person District Code (Field #4): Only required if the person (offender or victim) is currently enrolled in an LEA other than where the incident took place.

Student ID (Field #5): Since this field is only required for offenders who are current students, it will not be submitted for current students who are only victims.

Local Person ID (Field #6): Since this field is optional, we are not including it in the template.

First Name (Field #7): Required for offenders only and will not be submitted for persons who are Victims only.

Last Name (Field #8): Required for offenders only and will not be submitted for persons who are Victims only.

Race or Ethnicity Code (Field #9): Only required if known.

Gender Code (Field #10): Only required if known.

Incident Offender Template

Target Table: INCIDENT_OFFNDR

Excel Column	PIMS Field	PIMS Field Name	CSIU Student Information System	R/O/CR
A	1	Submitting District Code	System > Registration \ District of Responsibility: AUN of District set as Current District	R
B	2	Incident ID	Discipline Incident ID	R
C	3	Offender ID	ID on Offender record	R
D	4	School Year Date	End Date of selected Scheduling Year	R
E	5	Offender Type	Mapped based on Type of person entered as an offender, as well as, other statuses attributed to a Student or Other Type person. (See Notes below)	R
F	6	Age at Time of Incident	Will be calculated for Student Type Persons, not submitted for Staff Type Persons, and as entered in the Age field for Other Type Persons	CR
G	7	Grade Level Code at Time of Incident	Only reported for Student Type Persons	CR
H	8	LLE Notified Indicator	Reported as 'Y' if the Police Notified option is selected on any of the Offender's assigned Actions for the Incident	R
I	9	Name of LLE Contacted	Precinct/LLE entered on assigned Action for the Incident	CR
J	10	Arrested Code	Arrest selected on assigned Action for the Incident	R
K	11	Adjudication Code	Adjudication selected on assigned Action for the Incident	CR
L	12	Assigned to Alternative Education Indicator	Reported as 'Y' if the Offender's assigned Action for the Incident is mapped to a State Code of 'R1'	R
M	13	Weapon Detected Method Code	Weapons Detection selected on Offender record	CR
N	14	Weapon Detected Comment	Weapons Detection Comments entry on Offender record	CR

NOTES:

Offender Type (Field #5): Here are the mapping guidelines:

1 (Student) - Will be submitted if the Person Type is Student and the student does not have an IEP student Status record or if the Person Type is Other and the selected Person Type is 'Student'

2 (Student with IEP) - Will be submitted if the Person Type is Student and the student does has an IEP student Status record or if the Person Type is Other and the selected Person Type is 'Student with IEP'

3 (Student from another school) - Will be submitted if the Person Type is Other and the selected Person Type is 'Student from another school'

4 (Parent) - Will be submitted if the Person Type is Other and the selected Person Type is 'Parent'

5 (Adult visitor/intruder) - Will be submitted if the Person Type is Other and the selected Person Type is 'Adult visitor/intruder'

6 (District employee) - Will be submitted if the Person Type is Staff or if the Person Type is Other and the selected Person Type is 'District employee'

7 (Other or unknown) - Will be submitted if the Person Type is Other and the selected Person Type is 'Other or unknown'

Age at Time of Incident (Field #6): Required if age is known.

Grade Level Code at Time of Incident (Field #7): Required if grade is known.

Name of LLE Contacted (Field #9): Required if the local law enforcement was notified ('Y' in Field #8).

Adjudication Code (Field #11): Required if Arrested Code (Field #10) is 'YW' or 'YN'.

Weapon Detected Method Code (Field #13): Required if Arrested Code (Field #10) is populated with 'YW'

Weapon Detected Comment (Field #14): Required if Weapon Detected Method Code (Field #13) is '5' (Other)

Incident Offender Infraction Template

Target Table: INCIDENT_OFFNDR_INFRACTION

Excel Column	PIMS Field	PIMS Field Name	CSIU Student Information System	R/O/CR
A	1	Submitting District Code	System > Registration \ District of Responsibility: AUN of District set as Current District	R
B	2	Incident ID	Discipline Incident ID	R
C	3	Offender ID	ID on Offender record	R
D	4	Infraction Code	State Code assigned to State Reporting Type only Incident Category Codes	R
E	5	School Year Date	End Date of selected Scheduling Year	R
F	6	Weapon Count	Number of Weapons entered on the Offender record for the Incident	CR
G	7	Infraction Comment	Infraction Description for Infraction Codes assigned State Codes of '16', '41', or '46'	CR

NOTES:

Weapon Count (Field #6): Required if Infraction Code (Field #4) is between '39' and '46'.

Infraction Comment (Field #7): Required if Infraction Code (Field #4) is '16', '41', or '46'.

Incident Offender Disciplinary Action Template

Target Table: INCIDENT_OFFNDR_DSPLNRY_ACTION

Excel Column	PIMS Field	PIMS Field Name	CSIU Student Information System	R/O/CR
A	1	Submitting District Code	System > Registration \ District of Responsibility: AUN of District set as Current District	R
B	2	Incident ID	Discipline Incident ID	R
C	3	Offender ID	ID on Offender record	R
D	4	Disciplinary Action Code	State Code assigned to Disciplinary Action Type selection on Action record of Incident/Offender	R
E	5	School Year Date	End Date of selected Scheduling Year	R
F	6		Not collected	
G	7		Not collected	
H	8	Disciplinary Action Duration	Number of Days entered on the Action record for the Incident/Offender	CR
I	9		Not collected	
J	10	Received Services Indicator	Reported as 'Y' if the Receiving Educational Service option as selected on the Action record for the Incident/Offender	CR
K	11	Disciplinary Action Comment	Description entry on the Action record for the Incident/Offender	CR

NOTES:

Disciplinary Action Duration (Field #8): Required if Disciplinary Action Code (Field #4) is 'S3' – 'S7'.

Received Services Indicator (Field #10): Required if Disciplinary Action Code (Field #4) is 'S5', 'S6', or 'S7'.

Disciplinary Action Comment (Field #11): Required if Disciplinary Action Code (Field #4) is 'S10', 'R9', or if incident involved a firearm and student was not expelled.

Incident Offender Parent Involve Template

Target Table: INCIDENT_OFFNDR_PARENT_INVOLVE

Excel Column	PIMS Field	PIMS Field Name	CSIU Student Information System	R/O/CR
A	1	Submitting District Code	System > Registration \ District of Responsibility: AUN of District set as Current District	R
B	2	Incident ID	Discipline Incident ID	R
C	3	Offender ID	ID on Offender record	R
D	4	Parental Involvement Code	Parent Notified By selected on assigned Action for the Incident	R
E	5	School Year Date	End Date of selected Scheduling Year	R
F	6	Parental Involvement Comment	Parent Notified By Description entry on the Action record for the Incident/Offender when the Parent Notified selection is 'NA'	CR

NOTE:

Parental Involvement Comment (Field #6): Required if the Parental Involvement Code (Field #4) is '6' (Other).

Incident Victim Template

Target Table: INCIDENT_VICTIM

Excel Column	PIMS Field	PIMS Field Name	CSIU Student Information System	R/O/CR
A	1	Submitting District Code	System > Registration \ District of Responsibility: AUN of District set as Current District	R
B	2	Incident ID	Discipline Incident ID	R
C	3	Victim ID	ID on Victim record	R
D	4	School Year Date	End Date of selected Scheduling Year	R
E	5	Victim Type	Mapped based on Type of person entered as an offender, as well as, other statuses attributed to a Student or Other Type person. (See Notes below)	R
F	6	Age at Time of Incident	Will be calculated for Student Type Persons, not submitted for Staff Type Persons, and as entered in the Age field for Other Type Persons	CR
G	7	Grade Level Code at Time of Incident	Only reported for Student Type Persons	CR
H	8	Student Assistance Program Referral Indicator	Reported as 'Y' if the Student Assistance Program Referral option as selected on the Victim record for the Incident	R
I	9	Injury Severity Code	Injury Severity option as selected on the Victim record for the Incident	R
J	10	Medical Treatment Required Indicator	Reported as 'Y' if the Medical Treatment Required option as selected on the Victim record for the Incident	R
K	11		Not collected	
L	12	Incident Victim Comment	Comments entry on the Victim record for the Incident	CR

NOTES:

Victim Type (Field #5): Here are the mapping guidelines:

1 (Student) - Will be submitted if the Person Type is Student and the student does not have an IEP student Status record or if the Person Type is Other and the selected Person Type is 'Student'

2 (Student with IEP) - Will be submitted if the Person Type is Student and the student does has an IEP student Status record or if the Person Type is Other and the selected Person Type is 'Student with IEP'

3 (Student from another school) - Will be submitted if the Person Type is Other and the selected Person Type is 'Student from another school'

4 (Parent) - Will be submitted if the Person Type is Other and the selected Person Type is 'Parent'

5 (Adult visitor/intruder) - Will be submitted if the Person Type is Other and the selected Person Type is 'Adult visitor/intruder'

6 (District employee) - Will be submitted if the Person Type is Staff or if the Person Type is Other and the selected Person Type is 'District employee'

7 (Other or unknown) - Will be submitted if the Person Type is Other and the selected Person Type is 'Other or unknown'

8 (School/facility) - Will be submitted if the Person Type is Other and the selected Person Type is 'School/School Facility'

Age at Time of Incident (Field #6): Required if age is known.

Grade Level Code at Time of Incident (Field #7): Required if grade is known.

Incident Victim Comment (Field #12): Required if Medical Treatment Required Indicator (Field #10) is 'Y'.

Location Domain

Location Fact Template

Target Table: LOCATION_FACT

Excel Column	PIMS Field	PIMS Field Name	CSIU Student Information System	R/O/CR
A	1	District Code	System > Registration \ District of Responsibility: AUN of District set as Current District	R
B	2	Location Code	The PDE School # assigned to Discipline Incident School	R
C	3	Reporting Date	End Date of selected Scheduling Year	R
D	4	Category 1	See Notes below	R
E	5	Category 2	See Notes below	R
F	6	Category 3	See Notes below	R
G	7	Category 4	See Notes below	CR
H	8		Not collected	
I	9		Not collected	
J	10		Not collected	
K	11		Not collected	
L	12		Not collected	
M	13		Not collected	
N	14	Measure Type	Defaults to 'COUNT'	R
O	15	Count	See Notes below	R
P	16		Not collected	
Q	17		Not collected	
R	18		Not collected	

NOTES:

The information for this template includes counts for students who have been assigned Actions that have a State Code of 'S5', 'S6', or 'S7' for Expulsions or 'S4' for Out of School Suspensions and 'Academic' or Violation of Student Code of Conduct' assigned as the **Context** on the associated Incident record. In addition, the template includes counts of students who have been assigned a Student Status of 'HT' for Habitually Truant. In **SYSTEM > CODES > STUDENT STATUS**, there is a Habitually Truant status code (HT). Assign this status to habitually truant students for PIMS Reporting through **REGISTRATION > STUDENT > STATUS**.

Category 1 (Field #4): This field will display the highest level description of the aggregated data being submitted. Possible values will be 'TRUANCY', 'EXPULSION', or 'SUSPENSION'. In addition, if a building being reported by the district does not have any reportable incidents, then this field will have 'INCIDENTS' and the following Category values will all have 'ZERO'.

Category 2 (Field #5): This field will display the second level description of the aggregated data being submitted. The values displayed here relate to three different categories - 'GRADE', 'ETHNICITY', and 'GENDER'.

Category 3 (Field #6): This field will display the third level description of the aggregated data being submitted. The values displayed here relate to values for the categories displayed in Category 2 (Field #5). The values for the GRADE category are 'PKA', 'PKP', 'PKF', 'K4A', K4P', 'K4F', 'K5A', K5P', 'K5F', '001', '002', '003', '004', '005', '006', 'EUG', '007', '008', '009', '010', '011', '012', and 'SUG'. The values for the ETHNICITY category are '1', '3', '4', '5', '6', '9', and '10'. The values for the GENDER category are 'M' or 'F'.

Category 4 (Field #7): This field will display the fourth level description of the aggregated data being submitted. It only applies to data where Category 1 (Field #4) has either 'EXPULSION' or 'SUSPENSION'. The value in this field will be either 'CONDUCT' (for Violation of Student Code of Conduct) or 'ACADEMIC' relating to the **Context** assigned on the associated Incident record.

Count (Field #15): This field contains the relevant count.

For more information regarding the Location Fact template, please consult the Location Domain section of the most current **PIMS Manual, Volume 1 and** 'Appendix AA – Categories to use in the Location Fact Template' in the most current **PIMS Manual, Volume 2.**