

Data Quality Network 2024

Getting Ready and Organized for PIMS Reporting

Shana Kulp
North Penn School District

Wednesday, May 15, 2024

Self Introduction - Hi, I'm Shana!

Upper Salford Resident (*free Folk Fest tickets*)

Lansdale Catholic High School

Kutztown University - Business Management

Northern Tioga School District, Elkland
2012-2019 (Approximately 2,000 students)

North Penn School District, Lansdale
2019-Present (Approximately 13,000 students)

PAITDM Current Vice President, President starting May 2024





“There's two buttons I never like to hit: that's panic and snooze”

PIMS/PDE Resources

- PDE New PIMS Admin Checklist
- PDE PIMS Resources – How To Guides/Videos
 - Review the YouTube videos prior to each collection
 - i. Even for experienced PIMS admins, this will help focus on the upcoming collection/refresh
- Review the PIMS Calendar
 - Incorporate the PIMS Calendar in a method that is meaningful to you (physical copy; add to a physical calendar; add to your Outlook or Google Calendar)
- Weekly PIMS Q&A
- PIMS resource account/E-Mail; Call the Help Desk
- PDE Data Summit
- Data Quality Curriculum
 - Delete Utility Module

Organizations/Networks Available

- Data Quality Network
 - Monthly Data Quality Network Meetings/IU Meetings
 - Contacts - maintain records for your district, this will assist when other districts/IUs/APS/Charter/etc are looking for contact information for staff
- A/CAPA
 - Fall in person conference; monthly webinars; resources on their website; data workshop; spring virtual conference
- PAITDM
 - Four virtual meetings a year; PASBO Link portal - message board
- Intermediate Unit
 - IU Points of Contact; resources; IUs can assist when needing to work with other districts in your IU

PIMS Organization, Checklist, Resources and Calendar Continued

— — —

- Calendar for you
 - Select a method that works best for you (Google Sheet, Excel, Printed Copy, Canva)
 - Check off/note as you go, add a column for yourself to note your progress and completion
 - Example - leading up to an Internal Snapshot - record the dates of successful uploads
 - Record when ACS reports were submitted; copy or blind copy yourself on the ACS emails
 - This will help in the event of an audit
 - Add important dates to your calendar, block off time when submissions are coming to close to ensure all data has been submitted
 - You can import dates/PIMS calendar to certain calendars (Google, Outlook)
- Calendar/dates for deadlines for departments/data owners
 - Create an internal document for your district so those who contribute to the data collections are aware of deadlines
 - Depending on the size of your district and SIS specifications, back date the date to allow for data to be updated/added on time to be submitted; For the Spring Keystone Exams - we provided until 2/15 for our schools to provide us the bulk of students then added a tab to collect any new students or students who were missed - this was open till the day before the collection/we updated as students were added - did not wait until the last minute

Collection Crosswalk and Responsible Staff/Departments

- NPSD PIMS Data Workflow
 - Google Sheet
 - School List with grade levels and EdNA School Numbers
 - Contact List for C1, C2, C4, C5, C6, Title I
 - Example for Safe Schools - Corresponding Police Departments for each School

PIMS Yearly Electronic and Physical Record Organization

- PIMS Folder
 - Yearly Folder
 - Folder for each collection
 - Example:
 - C1
 - Student
 - Staff
 - Folder for ACS Reports
 - General Folder for Student (error/update reports); General Folder for Special Education; save related reports that may not be specific to a collection here

SIS Specific Help

- Help documentation from SIS
- Trainings held by SIS
- Review the process your SIS has in place for annual PIMS updates
- Does your SIS offer a Sandbox or Test site

Crosswalks

If your SIS/Financial system do not already have a crosswalk, create a document with the PIMS fields and where the data is housed/located in your SIS.

Share Crosswalks with the stakeholders.

- Develop a shared location for these types of documents (example: Google Shared Drive)

This will help when it comes time to troubleshoot/correcting PIMS errors.

Review and determine who will be responsible for owning/maintaining the data. Who will responsible for correcting the errors.

PIMS Sandbox

- PIMS Sandbox
- PIMS Sandbox usually opens 2 weeks prior to collections opening
- These tool helps districts prepare for upcoming collections, correct errors in data prior to the collection opening/discover if data is not being properly reported
- Seeing an upcoming collection, knowing the data is ready/correct will be very comforting



HUMAN BEINGS ARE NEVER
GONNA BE **PERFECT**. THE **BEST**
WE CAN DO IS TO KEEP **ASKING**
FOR **HELP** AND **ACCEPTING** IT
WHEN YOU CAN. AND IF YOU **KEEP**
ON **DOING** THAT, YOU'LL ALWAYS
BE **MOVING** TOWARDS **BETTER**.

WWW.MAGICALQUOTE.COM

LESLIE HIGGINS

Yearly Checklists, Tools, Templates, Organization

- Prepare non SIS Templates
 - Depending on your SIS, not all templates may be available due to timing/updates
 - Once the collection is successfully submitted, create a copy for next year so you are ahead of the game
- Prepare internal collection tools
 - Examples
 - Google Sheet to collect precode/testing information for the Keystone Exams
 - Safe Schools Google Sheets - Drill Collection Form and Response Sheet
- Prepare Internal Tools to assist in collections:
 - PVAAS Date Calculator (to assist teachers/principals during Roster Verification) - this is helpful for students who were not included in the Staff Student Subtest submission or if information was reported incorrectly
 - Child Accounting Overview
 - First/Last Teacher Day (this can assist with Table 8A for Special Education; non instructional days; minutes/days; closings due to weather/other reasons; FIDs)
 - Student Retentions

Validation and Back Up Documentation

- Depending on the SIS your district uses, leverage built in validation reports or create your own reports to validate data prior to PIMS submissions.
- Use Pivot Tables in Excel or Google Sheets to help with counts.
- Compare enrollment reports from your SIS to the reports available through PIMS.
- Tracking Sheets for departments who are data owners/stewards
 - Registration/Child Accounting
 - Special Education
 - Safe Schools/Discipline
- Where is your data housed - do you have the backup data to what is being submitted
 - ACT 16 - Custom Tab
 - Safe Schools - Drill Collection form for Fire and Security Drills

Collection Buy In and Data Validation

Having others understand the why can be a challenge.

We view the data as being important as a part of our job/responsibility. For a lot of the collections, it is difficult to own the data (especially in larger districts).

Offer different ways the data collections are shared with departments. Offer trainings, one-on-ones, virtual meetings.

Check In - Evaluate - Plan

- After each collection
 - Check in with yourself - what went well, what could you have done differently, what can you share with others in your district to help with the next collection
- Student/School Enrollment
 - Repeated templates, depending on your district/SIS - have a plan in place to update to PIMS regularly
 - Be ready for the unexpected outages

**"Just listen to your gut,
and on the way down to
your gut, check in with
your heart. Between those
two things, they'll let you
know what's what."**

- Ted Lasso







Anybody got any questions?

Thank you!

kulpsr@npenn.org
215.853.1078