

Staff Data Set

PIMS Data Collection Team

2015-16 Staff Data Set

Agenda

- Brief Staff Data Set overview
- Template and data set changes
- Data Quality Engine (DQE) validations
- Preparation key reminders

2015-16 Staff Data Set

Data Set Schedule

- Data Set opens Oct. 1 or the first business day after Oct. 1
- Please view the PIMS calendar for other key dates related to this data set

Why Is This Data Reported?

- To observe all certificated and non-certificated personnel within local education agencies (LEA) and the costs of those positions (captured through salaries not including benefits)
- To observe trends related to personnel filling the positions in LEAs
 - Experience
 - Education
 - Terminations
 - Other

Who Is Reported?

Staff members who are:

- Active
- On long-term leave (semester or longer)
- Long-term substitutes filling **vacant** positions
- Left the LEA between the previous Staff snapshot date and this snapshot date for any reason
- LEA employees and employees subcontracted from other non-PIMS reporting entities

Who Is Reported?

Long-term substitutes:

- **October Staff Data Set** – Report only those long-term substitute teachers filling a vacant position
- **Course/Highly Qualified Teacher Data Set** – Report to Pennsylvania Information Management System (PIMS) all long-term substitute teachers who are:
 - Assigned primary instruction responsibility for students in a course as Teacher of Record as a long-term substitute. A teacher on leave for the entirety of a course should not be reported as Teacher of Record for that course

Who Is Not Reported?

Staff members who are:

- Temporary staff (day-to-day substitute)
- Support staff (reported in SupPer data set)
- Security staff (report in June)
- Staff employed by another LEA that administers a program to your students

How Is This Data Submitted?

- **Staff Template**
 - Cumulative record of all staff (terminated and non-terminated)
 - Required in order to submit Staff Assignment, Staff Snapshot and Highly Qualified Teacher templates
- **Staff Snapshot Template**
 - Demographic record of all staff for a single school year as of a specific date (Oct. 1, 2015)
- **Staff Assignment Template**
 - Report staff assignments for a given school year
 - Must indicate which assignment is primary assignment
 - Percent of time allocated to each assignment

Which Template?

- Active Staff – Must be uploaded in Staff, Staff Snapshot, and Staff Assignment templates
 - A – Active
 - M – Military Leave
 - S – Sabbatical Leave
 - U – Suspension
 - O – Other
 - W – Workers' Compensation
- Terminated Staff – Must be uploaded in Staff and Staff Snapshot templates
 - PIL assignments should still be reported for terminated staff

Staff Data Set Reminders

- All staff data must be:
 - Submitted using a valid Professional Personnel ID (PPID)
 - Reported for open schools with student enrollments
- Report long-term substitutes in the October data set only if they are filling a vacancy
- Staff assignment data is used to update TIMS
- All intermediate units report staff at location code 0000
- School security personnel can no longer be uploaded during the October Staff Data Set



Best Practices: Pre-Submission

- Key field data checked twice – especially PPID
- Required fields filled with valid values
- Non-terminated staff do not have “Exit Date” or “Termination Code” populated
- Submission file has the correct file name

Staff and Staff Snapshot Preparation

- Make sure all records contain a valid PPID
- Correct staff IDs in your source system
- Calculate annual salary
- Years of experience starts at one
- Run the Cognos *Staff Template Verification Reports* in Excel® for 2015-16 after uploading your data into PIMS
- Compare Staff to Staff Snapshot
- Compare Staff Snapshot to
 - Reporting requirements
 - Current staff

Terminated Staff

- Report staff as terminated when staff:
 - Are no longer employed at your LEA
 - Were reported in error prior years
- Report terminations occurring between the previous Staff snapshot date and this snapshot date, for any reason

Reporting Terminations

- Report in Staff and Staff Snapshot Template
 - “Active/Inactive Indicator” = T
 - “Termination Code” is populated
 - “Exit Date” is populated (date is prior or equal to current snapshot date)
 - “Annual Salary” = 0
- Staff Assignment Template is not required for terminated staff, except PIL terminations
- Verify your terminations using
 - Termination Errors – LEA – Missing Data Element(s) or Other
 - Termination Errors – LEA – Missing Termination for Current Year

Staff Assignment Preparation

- Active staff duties for the year
 - Not based on certification; No Highly Qualified Teacher impact
 - Major assignments

Note: Do not include lunch, study hall, prep, bus and other such duties

- Staff on leave reported as if active
- Identify Assignment Codes – *Appendix B in PIMS User Manual Volume 2*

Staff Assignment Preparation

- For each non-terminated staff you should know:
 - Every school where they work in your LEA
 - Every assignment they have
 - The percent of time dedicated to each assignment
- Run the Cognos *Staff Assignment Template Verification Reports* in Excel® for 2015-16 after uploading your data into PIMS

Staff Assignment Reminder

- Every LEA must have one (and only one) chief school administrator
- School staff must be reported in all active schools where they work
- LEA administrators should be reported at location 0000, not in every school
- Assignments are summed for all duties and locations
 - Full-time staff percent time assigned must total 100 percent
 - Part-time staff percent time assigned must total less than 100 percent

Percent Of Time Assigned Examples

- Business manager
 - Assignment 9910 – 100 percent at location 0000
- High school and middle school principal (one building, two schools)
 - Assignment 1111 – 50 percent at location middle school
 - Assignment 1105 – 50 percent at location high school
- Elementary music, five schools, one day per week each school, all year
 - Assignment 7201 – 20 percent at each location (five records)

▶ Percent Of Time Assigned Examples

- Half-day, all year kindergarten teacher
 - Assignment 2843 – 50 percent at location
- Half-day, first semester Russian teacher
 - Assignment 4480 – 25 percent at location

Primary Assignment Indicator

- New Staff Assignment field in 2015-2016
- Y/N indicator denotes which assignment best reflects the salary for that staff member
 - Only one assignment record per person may contain a Y in this field.
 - All other assignment records must contain an N
- LEAs must choose one assignment when more than one could be chosen
- This field is validated by the DQE
 - Staff reported with ID 9999999 or 8888888 exempt from DQE rules related to this field

Staff Assignment Warning

- Most fields in the Staff Assignment Template are key fields
- You cannot upload changes into key fields
- If you make an error in a key field you must request a deletion and then upload a new record
- “Percent Time Assigned” and “Completion Date” are the only updatable fields in this template

School Status

- Check EdNA: <http://www.edna.ed.state.pa.us/>
- Verify new school numbers edited/added in EdNA prior to data set
- Staff must be reported for open schools with student enrollments

Which LEA Should Report This Person?

- The LEA that employs a person is responsible for reporting:
 - Staff
 - Staff Snapshot
 - Staff Assignment
 - Course
 - Course Instructor
 - Staff Student Subtest
- This means that in situations where an LEA subcontracts services from another LEA that reports to PIMS, only the employing LEA is responsible for reporting related staff and course data

Which LEA Should Report This Person?

- Each LEA that employs a single person under multiple or separate contracts, is responsible for reporting:
 - Staff
 - Staff Snapshot
 - Staff Assignment
 - Course
 - Course Instructor
 - Staff Student Subtest

Private Vendor/Institution of Higher Education

- When an LEA enters into an agreement with a private vendor or an institution of higher education, and the agreement includes the use of the vendor's or institution of higher education's staff in the performance of work on behalf of the LEA, the LEA retains responsibility for reporting:
 - Staff
 - Staff Snapshot
 - Staff Assignment
 - Course
 - Course Instructor
 - Staff Student Subtest
- Personnel employed by private vendors or institution of higher education may be reported with fictitious IDs as represented below:
 - 8888888 – Institution of Higher Education
 - 9999999 – Private Vendor

Post-Submission Steps

- Run *Staff Snapshot & Staff Assignment Template Details Reports* in Excel®
 - No refresh needed
 - Location: Production > Staff Profile Reports > Verify-Validation Reports
- Sort and use filters to analyze data
 - All schools and 0000 represented
 - Key administrators reported
 - Valid data in all fields

Post-Submission Steps

- Run Staff Profile Reports > Error Reports
 - Professional Personnel Edits
 - Termination Errors – LEA – Missing Data Element(s) or Other
 - Termination Errors – LEA – Missing Termination for Current Year
- Update LEA source system if errors are identified in the error reports
 - Re-upload updated files into PIMS

Run the Accuracy Certification Statement Often

- Wait 90 minutes after refresh at noon or 5:30 AM
- Run the ACS after correcting errors identified by the error reports
 - Review the 2015-16 ACS for accuracy
- Run error reports if you have errors in the ACS
- Run and submit the ACS by Dec. 1, 2015, with no errors

Accuracy Certification Statement

- PDF format recommended
- Do not submit the ACS if you have errors on the ACS or PDE feedback report
- Have chief school administrator, director or superintendent sign and submit when correct
- Due Dec. 1, 2015

PIMS Support Services Resources

- Latest PIMS documents
- Frequently asked questions
- Phone Support
 - 800.661.2423
 - Monday - Friday 8 AM - 4 PM (closed on holidays)

Other Resources

- PIMS October Staff Data Set questions:
 - PIMS website resources
 - PIMS Support Services – 800.661.2423 or use the online form
 - www.education.pa.gov > Help & Contact Info > Submit a Ticket
- No access to PIMS or PIMS Reports:
 - LEA's PIMS Security Administrator
 - eGrants Help Desk (ra-eGrantsHelp@pa.gov)
- Non-PIMS staffing and certification issues:
 - LEA's human resources staff
 - PDE's Bureau of School Leadership and Teacher Quality

Contacts

- Data Collection Team
 - RA-DDQDataCollection@pa.gov
- PIMS Support Services
 - Submit request through ServiceNow
 - www.education.pa.gov > Help & Contact Info > Submit a Ticket
 - 800.661.2423

For more information on the October Staff Data Set please visit PDE's website at www.education.pa.gov

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.

