

Quick Reference User Guide for Completing Title I Staff and Student Participation Data on PIMS

The Title I Staff and Student Participation data is mandated by the federal government to be collected on an annual basis. The data is used at the federal level to analyze program participation and to guide policy and programmatic decisions at the national, state and local level.

The aggregate LEA data reported is from the prior school year and includes participation in instructional and support services for Targeted programs, participation counts by Targeted and School Wide program, ethnicity, grade, special needs and staffing data by program type.

It is important to note that even though these data are to be reported for the school year ended 6/30/17, all of the information needed to assist you with these collections can be found in the [2017-18 PIMS manuals](#), Vol. 1 and 2, and the [PIMS Elementary/Secondary Consolidated Data Collection Calendar 2017-18](#). (This prior year, 2016-17 school year data collection is the first one listed on the calendar.)

Also, the Division of Federal Programs (DFP) will again be supplying your LEA (Local Education Agency) with a template designed for this collection. We strongly suggest the use of this template which is tailored to simplify data entry specific to this collection.

Listed below are some bullet points with pertinent facts that are offered to assist you in the timely submission of accurate data for this collection.

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What you are providing: Title I Staff and Student participation data for the school year 2016-17

PIMS Collection Data Set Name: **C1 Title 1 Staff Student 2016-17** (This is the first item on the PIMS Elementary/Secondary Collection Calendar 2017-18, which can be found on the PIMS home page on the PDE website)

Template Name: **Title I Part 16-17 DistrictFactRpt Template** This template will be e-mailed to you as an attachment in an information e-mail from your Regional Coordinator in DFP prior to the collection due date, and can also be found on the PIMS home page under the heading ***“EXCEL REPORTING TOOLS”***.

Data Entry on Title I District Fact Reporting Template: The template contains two tabs; the first tab (“Questions”) is basically a form where you enter your actual data. You need only respond to the questions or areas that pertain to your particular Title I programs, categories, grade levels, etc. Any areas that you did not serve or did not pertain to your program may be left blank (e.g., if the extent of your program was Grades 2-8, you will enter data only in those cells and leave lower and higher grade areas blank.) Any cells where you entered no data will default to a value of “-99999”. There is no need to revise this value; it is an indicator for PDE use only. The entries on the “Questions” tab will automatically populate the excel sheet on the second tab (“DISTRICT_FACT”) as they are entered. When you have completed your entries, you will then upload the second sheet (“DISTRICT_FACT”) to PIMS.

PIMS Manual References: Please refer to the [2017-18 PIMS Manual Vol.1 v.1.0 \(PDF\)](#), pages 100-105 for technical information as well as a sample submission of the District Fact template. Please refer to the [2017-18 PIMS Manual Vol.2 v.1.0 \(PDF\), Appendix AE \(pages 183-194\)](#), for descriptions of each data item that is being requested for this collection.

ACS and Cognos Report for Title I Collection: An Accuracy Certification Statement (ACS) has been developed for this collection, and we require the submission of this ACS each reporting year. The information needed to successfully complete the task of submitting the ACS is listed below:

- **ACS Report to Run: “Title I Participation – ACS”** – this should always be run as a .pdf. This run will produce the ACS for your LEA, as well as a Cognos report showing the Title I data you entered in an excel format similar to the template on which it was submitted. When the report is run, the ACS file name should appear as it does on the first page of the sample ACS, attached. The naming convention is made up of the LEA’s AUN, the name of the ACS and a date-time stamp. For example, if it was submitted on October 10, 2017 at 10:34 a.m., it would appear as **“123456789ACS_Title I_1617_20171010_1034.pdf**.
- **Sending your ACS to PDE:** The Title I ACS should be sent to the following RA-Account at PDE: RA-EDACSSubmission@pa.gov . Please use the label **“ACS_Title I_16-17”** in the subject line of the e-mail. These e-mails will be forwarded automatically to our Division of Federal Programs office, so there is **no need to submit any additional copies to us.**
- **Timeline** – The timeline for submission of the 2016-17 Title I Staff and Student participation data is as follows:
 - **Collection window – October 2 through October 17, 2017**
 - **Follow-up, Review and Editing window – October 20 through November 1, 2017**
 - **Correction window – November 2 through November 15, 2017**
 - **ACS due date – December 6, 2017**

We appreciate the timely submission of accurate data. If you have program specific questions regarding the Title I Staff and Student participation data reporting, you may contact Kelly Gallatin in the Division of Federal Programs at 717-783-3403 or via e-mail at kgallatin@pa.gov.

As always, if you have any PIMS-related technical issues or any problems with the upload of this data to PIMS, please contact the **PIMS Help Desk** at **800-661-2423**.