Support Personnel (SupPer) Data Set

Collection 1

October 2017

Commonwealth of Pennsylvania
Tom Wolf, Governor

Department of Education
Pedro A. Rivera, Secretary

Office of Administration
Deborah Reeves, Deputy Secretary

Office of Data Quality
Dave Ream, Chief

The Pennsylvania Department of Education (PDE) does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education's nondiscrimination policies:

For Inquiries Concerning Nondiscrimination in Employment:
Pennsylvania Department of Education
Equal Employment Opportunity Representative
Bureau of Human Resources
333 Market Street, 11th Floor, Harrisburg, PA 17126-0333
Voice Telephone: (717) 787-4417, Fax: (717) 783-9348

For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:
Pennsylvania Department of Education
School Services Unit Director
333 Market Street, 5th Floor, Harrisburg, PA 17126-0333
Voice Telephone: (717) 783-3750, Fax: (717) 783-6802

If you have any questions about this publication or for additional copies, contact:
Pennsylvania Department of Education
Center for Data Quality and Information Technology
Division of Data Quality
333 Market Street, 13th Floor, Harrisburg, PA 17126-0333
Voice: (717) 787-2644, Fax: (717) 787-3148, TTY: (717) 783-8445
www.education.pa.gov

All Media Requests/Inquiries: Contact the Office of Press & Communications at (717) 783-9802

Table of Contents

Executive Summary

For many years, the Support Personnel (SupPer) data collection existed outside of PIMS, and became a PIMS collection in the 2015-16 school year. This data set uses a snapshot of staff to summarize a school's support staff. The data set is designed to capture support positions in a Local Education Agency (LEA). Support personnel data is collected exclusively to fulfill federal reporting requirements.

SupPer is a unique PIMS collection because the data are collected as a count for each of a number of grouping levels, not records representing individuals. The data are grouped in the following ways:

- Employment status categories

- Gender categories

- Race/Ethnicity categories

- Position categories

The SupPer data set reflects an LEA's support compliment on the snapshot date, October 1st. PDE collects the data during the October 1 – Collection 1 window. Professional staff data, collected in another data set, are also collected in that window. PDE summarizes the combined October Staff and SupPer data sets in its reports to the United States Department of Education (USDE) through EdFacts. PDE combined the Accuracy Certification Statements (ACS) for the two data sets into a single document. This helps LEA administrators to see exactly how PIMS analysts interpret LEA data submissions and ensure data accuracy.

It is critical for the Chief School Administrator (CSA) to review and confirm the data is accurate prior to signing and submitting the staff ACS to PDE.

Support Personnel

Who Must Report

All public LEAs (school districts, intermediate units, career and technical centers, charter schools and state juvenile correctional institutions) must report SupPer data.

What Must Be Reported

LEAs must report all support personnel who are employed, on long-term leave, or subcontracted from a non-PIMS-reporting entity on October 1st of the reporting year. Staff terminated prior to Oct 1st or hired after October 1st are excluded. This data set contains most positions not reported to the PIMS October Staff data set. The difference between staff reported and not reported is whether the service is part of the LEA's regular operation or if it is a non-regular service. It excludes these positions:

- Positions reported in the PIMS October Staff data set

- Positions filled by temporary staff (day-to-day temp workers)

Only report the support personnel who fill a given position, even if they are on long term leave. Do not report the non-permanent person filling the position while the regular employee is on leave.

SupPer PIMS Template

To simplify the process of submitting the SupPer collection, PDE provides an Excel spreadsheet form which can be downloaded from the [PDE website](#) under Teachers & Administrators > PIMS. This spreadsheet includes Instructions, Report and PIMS Input tabs. By entering the counts into the indicated groupings on the Report tab, the PIMS Input tab will be populated and formatted for export as a .CSV file which is then uploaded to the *District Fact* template.

The *District Fact* template contains many district-level descriptors, from several data sets. Specific to this data set, the template contains one record for each count encompassing multiple categories of support staff. A specification of the template (SupPer-specific) can be found in the Support Personnel domain of the *PIMS Manual Volume 1*.

LEAs may also choose to create the PIMS extract directly from their local data systems. Consult the *PIMS Manual Volume 1* for the necessary template specifications.

The categories into which the counts are grouped are as follows:

Employment Status (Full Time / Part Time)
1. Full-Time – An employee who works at least 5 hours a day, 5 days a week or the equivalent of 25 hours a week.
2. Part-Time – A salaried employee or hourly employee who works less than 5 hours a day, 5 days a week or less than 25 hours a week.

Gender
Gender is counted according to the designation on the employee's birth certificate or most recent gender identifying government document.

Race
For complete Race/Ethnicity definitions and collection standards, please see the Section, "Race/Ethnicity: Federal Race and Ethnicity Standards" in the *PIMS Manual Volume I.* These are categories used to describe groups to which individuals belong, identify with, or belong to in the eyes of the community. These categories do not denote scientific definitions of anthropological origins.

1. American Indian/Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. Black or African American – A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
4. Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
5. Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
6. White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
7. Two or More Races/Multi-racial – A person having origins in more than one of the previous categories.

Support Personnel Categories
1. Instructional Aides – Paid staff members assigned to assist a teacher in activities requiring minor decisions regarding students, and in activities such as monitoring, conducting rote exercises, operating equipment and clerking. This does NOT include volunteer aides.
2. School Admin Support Staff – Provide direct support to district office LEA administrators, including secretarial and other clerical staff.
3. Library/Media Support Staff – Render non-educating library or media services, such as preparing, maintaining, and providing instructional staff the equipment, films, filmstrips, tapes, TV programs, transparencies, and similar items (whether maintained separately or as part of an instructional materials center).
4. LEA Admin Support Staff – Provide direct support to district office LEA administrators, including secretarial and other clerical staff.
5. All other Support Staff – Support staff not reported in other categories, such as data processing, health, plant and equipment maintenance, bus drivers, security and food service workers.

Timeline

September 1 – 15 Pre-Collection

LEAs should obtain a count of SupPer staff and group them into the categories indicated in the previous section. Each SupPer Staff Type, Employment Status, Gender and Race are combined to make one category to count as illustrated below:

Position	Status	Gender	American Indian/ Alaskan Native	Black or African American	Hispanic	White	Multi Racial	Asian	Native Hawaiian/ Pacific Islander
Instructional Aides	Full Time	Male							
		Female							
	Part Time	Male							
		Female							
School Admin Support Staff	Full Time	Male							
		Female							
	Part Time	Male							
		Female							
Library/Media Support Staff	Full Time	Male							
		Female							
	Part Time	Male							
		Female							
LEA Admin Support Staff	Full Time	Male							
		Female							
	Part Time	Male							
		Female							
All Other Support Staff	Full Time	Male							
		Female							
	Part Time	Male							
		Female							

It is not necessary to enter zeros in the cells where there are no support personnel to count.

October 1 Collection Window

1. Download the SupPer 20XX-XX file from the PIMS website (www.education.pa.gov > Teachers & Administrators > PIMS). The year designator will change to reflect the reporting year.

2. Open the Excel file and select the Instructions tab. Follow all the instructions carefully to complete and upload the SupPer data to PIMS.

November Correction Window

Once the above steps are completed you can wait until you receive notification errors, if any are detected by the PDE PIMS review process. If you discover that you have made any errors in your counts or you receive a notice of errors, you can recreate a corrected file from the Excel form and resubmit it following the directions provided on the Instructions tab of the Excel file. The records in the District Fact Template are updateable and will be replaced with the corrected version you upload.

Post Correction Window

Run the Staff ACS report from Cognos and verify that the SupPer information contained within is correct. If it, along with the other included staff information, is correct, sign, scan and return the ACS to PDE at the email address provided on the first page of the ACS.

It is critical for the Chief School Administrator to review and confirm the data is accurate prior to signing and submitting the staff ACS to PDE. Accurate reporting and verification through this document ensures that proper funding is allocated to your LEA. This information can be audited and inaccuracies can result in loss of funding.

Cognos Reports

Cognos reports for this data set can be found at the following locations:

Public Folders > eScholar Framework for Cognos - Verify > Validation Reports > Template Verification > **Support Personnel – District Fact Template**

Public Folders > eScholar Framework for Cognos - Production > Support Personnel > **Support Personnel Details**

Sandbox Reports

There are no Sandbox reports for this collection.

Frequently Asked Questions

1. What happens if I need to make a change after I've completed the Excel form and submitted the District Fact Template to PIMS?

   A: The Excel form can be edited and resaved as many times as is necessary. The District Fact Template records are updateable. Resubmit to PIMS to fix errors.

2. Must I fill in zeros in the Excel file for cells where there are no support personnel for my organization?

   A: No, you may leave those cells blank. The Excel form will add the appropriate zeros where required on the PIMS Input Page tab.

3. Is there a separate ACS for SupPer?

   A: No. The SupPer information is included and required with the Staff ACS.

Appendices

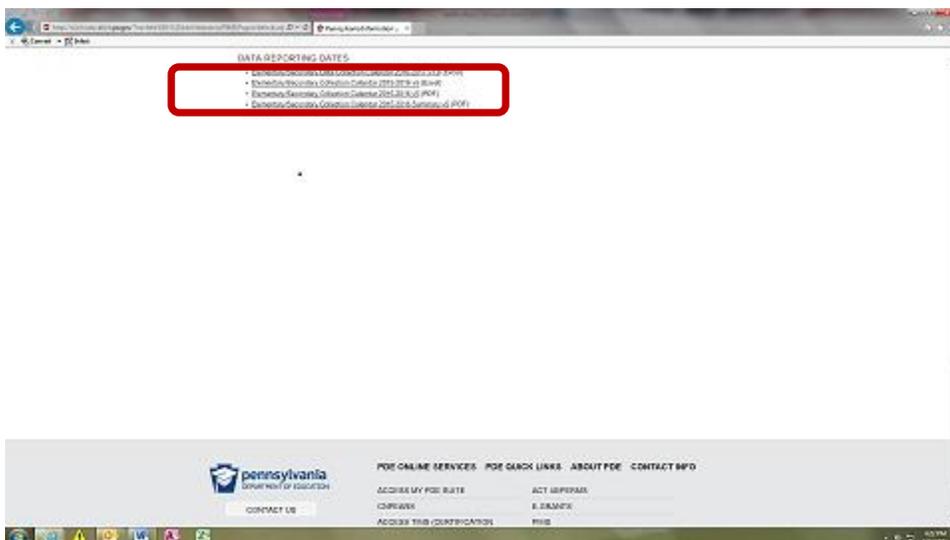## Appendix A – Elementary/Secondary Data Collection Calendar

The dates for the collection and correction window and the due date for the Accuracy Certification Statement are available in the *Elementary/Secondary Data Collection Calendar* located on PDE's website.

To access the *Elementary/Secondary Data Collection Calendar*:

1. Go to [PDE's website](#): www.education.pa.gov

2. Click Teachers & Administrators

3. Select PIMS
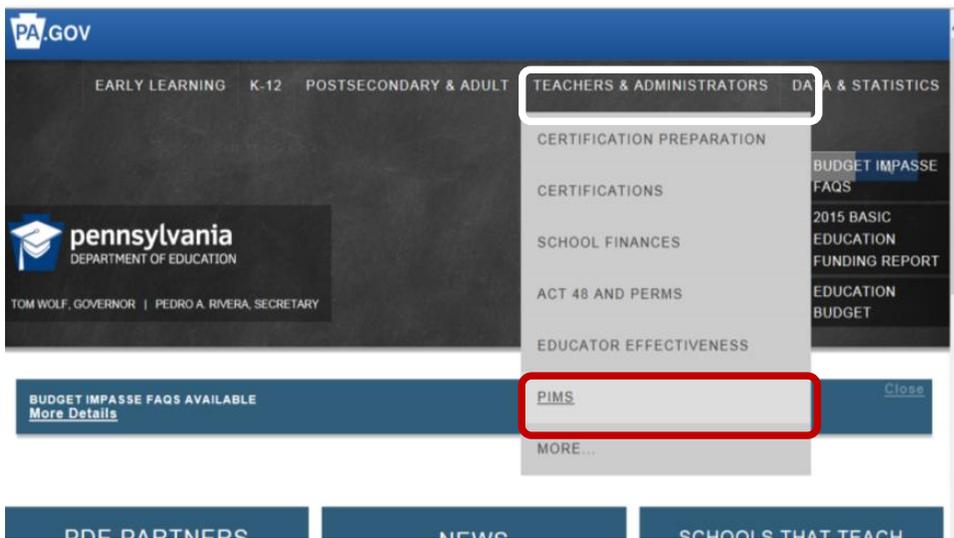
4. Scroll to Data Reporting Dates

Appendix B – Reference

- The *Elementary/Secondary Data Collection Calendar* is located on PDE's website, www.education.pa.gov

- 2017-2018 PIMS Manual Vol.1 > Support Personnel Domain

Appendix C – Contact

- PIMS Application Support (questions related to PIMS uploads): 1-800-661-2423.

- PIMS Data Collection Team: RA-DDQDataCollection@pa.gov.