AED Reporting Instructions for Non-PIMS LEAs

# COLLECTION

Automatic External Defibrillator (AED) data is reported via the AED Reporting template no later than August 15, 2016.

# REPORTING LEAS

The following LEA types are required to report:

Private, nonpublic schools that participate in the AED program under Section 1423 (b) or (g)

NOTE: Approved Private Schools, and Private Residential Rehabilitation Institutions that participate in the AED program under Section 1423 (b) or (g) will report the data to PIMS via the Location Fact template.

# DATA

LEAs are to enter or modify data only in these columns:

DISTRICT CODE

CONDITION

INDICATOR

SERVICE DATE

DATE INSPECTION EXPIRES

PLACEMENT

Changes made to other columns may invalidate the file.

# REPORTING INSTRUCTIONS

The reporting tool consists of eleven rows for each location within the LEA, and for the non-school location code 9999. Location code 9999 is to be used for AEDs that are normally kept in a location not having a location code, such as an athletic building, in the school resource officer’s vehicle, on a school bus, etc.

The first row for each location allows for reporting that a location has no AEDs, the second through 11th rows allow for reporting data for up to 10 AEDs. If your LEA must report more than 10 AEDs at a single location, please contact the PDE Data Collection Team at [ra-DDQDataCollection@pa.gov](mailto:ra-DDQDataCollection@pa.gov) for assistance.

A note about AED numbers (AED01 through AED10): the AED numbers in the Category 02 column of the Location Fact template are to assign a unique or ‘key’ value to each record. You need not associate this with any identifying numbers already on the AED.

Although every row of the reporting tool is populated with some data, and you will upload all rows, PDE will only use the rows in which the indicator (field 18) is Y. A Y in this field indicates that you are reporting that the location has no AEDs (if the value in Category 02 is NONE) or you are reporting data for an AED (if the value in Category 02 is AED01 through AED10).

REPORTING EXAMPLES:

Report the AUN in the District Code field (field 1) for each row in the template.

To report that a location has no AEDs, find the row for that location having NONE in the Category 02 field (field 5).

Enter Y (uppercase only) in the indicator field (field 18) in that row. Reporting for this location is complete.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DISTRICT CODE | LOCATION CODE | REPORTING DATE | CATEGORY 01 | CATEGORY 02 | CONDITION | NC01 | NC02 | NC03 | NC04 | NC05 | NC06 | NC07 | PRIMARY MEASURE TYPE | NC08 | NC09 | NC10 |
| 111111111 | 0000 | 2016-06-30 | AED | NONE | NA |  |  |  |  |  |  |  | INDICATOR |  |  |  |
| 111111111 | 0000 | 2016-06-30 | AED | AED01 | NA |  |  |  |  |  |  |  | INDICATOR |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INDICATOR | NC11 | SERVICE DATE | DATE INSPECTION EXPIRES | PLACEMENT |
| Y |  |  |  |  |
| N |  |  |  |  |

To report a location that has one or more AEDs, find the row for that location having AED01 in the Category 02 field (field 5).

Enter the general condition of the AED in the condition field (field 6). Valid values are NEW, GOOD, FAIR, or POOR (uppercase only).

Enter Y (uppercase only)in the indicator field (field 18).

Enter the school year in which the AED was first put into service in the Service Date field (field 20). Use the June 30 date ending the school year. The 2015-16 school year is reported as 2016-06-30. Date must be in ISO format.

Enter the actual date on which the current inspection for the AED expires in the Date Inspection Expires field (field 21). If components have separate inspection expiration dates, report the earliest date. Date must be in ISO format.

Enter a brief description of the location of the AED in the Placement field (field 22). Limit the response to 255 characters.

Repeat as needed for each AED at a location.

DO NOT ENTER OR MODIFY DATA IN ANY OTHER COLUMNS.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DISTRICT CODE | LOCATION CODE | REPORTING DATE | CATEGORY 01 | CATEGORY 02 | CONDITION | NC01 | NC02 | NC03 | NC04 | NC05 | NC06 | NC07 | PRIMARY MEASURE TYPE | NC08 | NC09 | NC10 |
| 111111111 | 0000 | 2016-06-30 | AED | AED01 | NEW |  |  |  |  |  |  |  | INDICATOR |  |  |  |
| 111111111 | 0000 | 2016-06-30 | AED | AED02 | GOOD |  |  |  |  |  |  |  | INDICATOR |  |  |  |
| 111111111 | 0000 | 2016-06-30 | AED | AED03 | NA |  |  |  |  |  |  |  | INDICATOR |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INDICATOR | NC11 | SERVICE DATE | DATE INSPECTION EXPIRES | PLACEMENT |
| Y |  | 2016-06-30 | 2019-08-03 | GYMNASIUM |
| Y |  | 2013-06-30 | 2018-03-08 | NURSE'S OFFICE |
| N |  |  |  |  |

For each location, you must report either that the location has no AEDs, or you must report details for at least one AED.

# FILE

When the data is complete, save the file as a comma separated value (csv) file using the following naming convention:

DistrictCode\_YYYYMMDDHHMM.xxx

Example: 123456789\_201605061435.csv

# SUBMIT

Email the completed file to [ra-pde-schoolservice@pa.gov](mailto:ra-schoolservices@pa.gov)