PIMS

Pennsylvania Information Management System

Pennsylvania
Department of Education

Pennsylvania Information Management System

2013-2014 POSTSECONDARY USER MANUAL for the Pennsylvania Statewide Transfer and Articulation System

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Pennsylvania Department of Education Administration

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Introduction

Purpose

The Pennsylvania Information Management System (PIMS) is a statewide longitudinal data system for the collection and reporting of unit-level educational data.

PIMS was developed with the purpose of:

- Allowing the Pennsylvania Department of Education (PDE) to meet federal and state reporting requirements;
- Streamlining the reporting processes from educational institutions to PDE and the U.S. Department of Education (USDOE);
- Reporting timely and accurate education data through standardized and ad hoc reporting capabilities;
- Improving educational decision-making through the use of high quality data and decision support tools; and,
- Providing longitudinal data on educational progress over time.

The *PIMS Postsecondary User Manual* describes the data elements and templates postsecondary administrators submit to the system, as well as the collection timelines.

Family Educational Rights and Privacy Act

Student education records are official, confidential documents protected by the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g). FERPA defines education records as all records – both paper and computerized – that schools or education agencies maintain about students, and protects both paper and computerized records. FERPA and other privacy laws (such as Title I and Special Education) ensure that information about citizens collected by schools and government agencies is released only for specific and legally defined purposes.

Under FERPA Sec. 99.31 and 99.35, education agencies may release personally identifiable information to the PDE for the purposes of auditing and evaluating education programs and complying with federal and state regulations.

PIMS Manual Change Summary

Initial implementation of user manual.

Data Collections

Institutions of higher education (IHE) participating in the statewide transfer and articulation system will submit Academic Year 2013-14 Fall and Spring transfer data in PIMS.

- Community colleges will submit Fall 2013 transfer data as part of the scheduled Fall EOT collection and submit Spring 2014 transfer data as part of the scheduled Spring EOT collection.

- The Office of the Chancellor for the Pennsylvania State System of Higher Education (PASSHE) will submit Fall 2013 and Spring 2014 transfer data on behalf of the system universities. The data will be submitted collectively during the Fall/Spring Transfer collection window.

- Colleges and universities voluntarily participating in the statewide transfer system (a.k.a., "Opt-Ins") will submit Fall 2013 and Spring 2014 transfer data collectively during the Fall/Spring Transfer collection window.

The table below presents the planned data collection windows for Academic Year (AY) 2013-14.

Academic Year	Data Collection Type	Data Collection Period	Submitting IHEs
2013-14	Fall End of Term	2/3/2014 – 3/14/2014	• Community colleges
	Spring End of Term*	6/16/2014 – 8/8/2014	• Community colleges
	Fall/Spring Transfer*	6/16/2014 – 8/8/2014	• PASSHE universities • Colleges/universities voluntarily participating in the transfer system

*PDE expects that PIMS will be unavailable for approximately two weeks during the Spring EOT collection period due to an annual system upgrade.

PIMS uses the eScholar data warehouse model which stores data in a relational database that integrates summary and detailed student information. eScholar uses a standard set of templates that provide a consistent format for loading data from various student information systems into the warehouse. By using templates, postsecondary institutions are not required to purchase new hardware or software.

The table below details the templates to be submitted for each data collection in this manual.

Data Collection	Templates Included
Fall 2013 EOT	• PS Student Institution • PS Student Transfer Fact
Spring 2014 EOT	• PS Student Institution • PS Student Transfer Fact

Students To Be Reported in PIMS

Act 24 of 2011 authorizes PDE to collect unit-level data that are mandated by federal statute or regulation or as required by the Pennsylvania Public School Code of 1949 as amended or if the information is voluntarily provided by an IHE. The data elements presented in this user manual meet the following reporting requirements:

- Annual Assessment/Evaluation of the Pennsylvania Statewide Transfer and Articulation System (24 P.S. §20-C)

An IHE participating in the statewide transfer system should submit required data for all undergraduate, for-credit students that transferred credit into the institution during the collection terms. This includes full- and part-time students, as well as in- and out-of-state students.

Student demographic data are submitted within the PS Student Institution Template; details of credits transferred are submitted within the PS Student Transfer Fact Template.

Prior to uploading the templates to PIMS, the institution must obtain PAsecureIDs for all students included in the data submission. PAsecureID is an anonymous, permanent, unique 10-digit identification number assigned to students attending Pennsylvania educational institutions (K12 and postsecondary) that submit data to PIMS. PAsecureID makes it possible to follow a student's educational progression over time, regardless of where the student enrolls.

An institution obtains a student's PAsecureID by submitting the student's demographic information to the PAsecureID system. The system then uses a matching algorithm to determine if the student exists within the ID database or if s/he requires a new ID. Once a student has been assigned an ID, the matching algorithm ensures that the student has the same PAsecureID regardless of where s/he subsequently enrolls.

Requests for PAsecureID assistance should be directed to the PIMS Help Desk at 1-800-661-2423.

Postsecondary Data Collection Opt-Out Process

Act 24 of 2011 permits students to opt-out of a commonwealth data collection by submitting the electronic *Postsecondary Data Collection Opt-Out Form*[1] to PDE at least two months prior to a data submission. Students are not permitted to opt-out of federally-mandated collections. Postsecondary students wishing to opt-out of a commonwealth data collection must do so by the deadlines listed below. Students failing to meet the deadline will have their information forwarded to PDE by their respective postsecondary institution.

DATA COLLECTION	COLLECTION DATE	OPT-OUT DEADLINE
Fall EOT (Community colleges)	February 1	January 1
Spring EOT (Community colleges)	June 15	May 15
Fall/Spring Transfer (PASSHE & Opt-Ins)	June 15	May 15

In accordance with Act 24 and PDE's *Policy and Procedure for Students to Opt-Out of Postsecondary Data Collections (April 2013)*, PDE will provide postsecondary institutions with written notice of the unit-level data elements being collected and the date by which a student may opt-out of the collection.

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[1] Postsecondary Data Collection Opt-Out Policy and Opt-Out Form:
http://www.portal.state.pa.us/portal/server.pt/community/departmental_offices/7235/p/1768161

Institutions are required by Act 24 to provide students with an electronic notice of PDE's request for data, and the process and timeline for opting-out of the data collection.

Prior to each data collection, PDE then will provide institutions with a list of students who have submitted an Opt-Out Form to PDE for the respective collection term. The postsecondary institution is responsible for excluding those students' information from the portions of the collection that are required only for commonwealth purposes.

Campus Reporting in PIMS

Many institutions have multiple physical campuses. To allow for student tracking at various campus locations, the PS Student Transfer Fact Template contains a Campus ID field. With respect to campus reporting in PIMS, institutions should be consistent with **Integrated Postsecondary Education Data System** (IPEDS) reporting. For example, if an institution has multiple campuses, but submits data into IPEDS as a single location, the institution should do the same for PIMS. Likewise, if the institution submits data by individual campus locations in IPEDS, the institution should follow this construct for PIMS.

Templates

Templates are the files that will be used to load data into the PIMS data warehouse. Template specifications define the fields required for each file submitted to PIMS. Each template maps directly to a separate table in the data warehouse. By using templates, institutions are able to use a variety of file formats (comma or tab delimited) to transmit data as long as all fields within the template are accounted for. Within a given template not all eScholar-defined fields are collected by PDE. If a field is not collected, it is important to note that it still must be accounted for in the template file through use of the appropriate delimiter.

Key Items to Note with Template Creation
- PIMS provides lookup tables for recoding
    - Ethnic Codes to Ethnic Descriptions
    - e.g. 9 = Asian
- PIMS uses PDE-defined codes
- Data extraction process must translate local codes to PDE codes
- Lookup tables will translate PDE codes to PDE descriptions

Development Priority
- Some templates have dependencies on other templates.
- Highlighted items within the Load Sequence/Dependencies section at the bottom of each template specification indicate which templates must be submitted prior to the template in question.
- Recommendation: Start with the PS Student Institution template.

Each template specification in the PIMS Manual will contain the following sections:
- **Template Information**
- **Field Information**
- **Load Sequence/Dependencies**
- **FAQs**

Template Information

Template Name	eScholar Template Name
Template Description	General description of the template
Target Table	eScholar data warehouse target table name for template (must be used within the template file name.

Field Information

Each template specification within this document will have a table that indicates the following information:

Field #	eScholar designated field number. Each field can be uniquely identified within the template.
Max Length	Field lengths are identified in each template in the Max Length column. Maximum field lengths are specified for fields that do not have pre-defined code sets. This information is critical because the eScholar load plans will reject any record which contains a field that is greater than the designated length. Template fields that have pre-defined code sets do not have a length specified – simply adhere to the predefined code set. If the Max Length column has "N/A," that indicates a code set is available for that field.

Field Name	eScholar Field Name. Those fields that are highlighted are the fields collected for PDE.
R/O/CR	This column indicates if a field is R (required), CR (conditionally required) or O (optional). Note: A record submitted to PIMS without a required field populated will be rejected.
Not Collected	Some fields are not collected.
Definitions	PDE definition of each field to be collected.
Business Rules	Any relevant PDE business rules that must be followed in creating the field value are defined here.
Valid / Sample Value(s)	If a field requires one value in a specific code set (e.g., Gender – "M" for male and "F" for female) that code set will be defined here. If the field is a free-form field (e.g., Last Name Long), example data will be supplied.

Load Sequence/Dependencies

This section identifies any prerequisite files that must be loaded into PIMS prior to loading the given template file. For example, students must be loaded in the PS Student Institution Template before they can be loaded in the PS Student Enrollment Template.

FAQs

The FAQs section will list Frequently Asked Questions (FAQs) for the specific template and provide answers.

Extracting Data into Template Format

This section will provide guidance on extracting data from source systems into eScholar template format. This information can be used to create individual extraction routines or a system of extraction.

Data extraction and submission involve the process of:
- Extracting data from source systems
- Securely submitting files to PIMS
- Loading data into the PIMS data warehouse

The components of data extraction include:
- Extraction tools
- eScholar templates
- Automation components
- Documentation

Template files must be in one of the following delimited formats:
- Comma delimited (csv)
- Tab delimited

Templates can be created with or without a header record (record at the beginning of the file with the field names).

File Naming Conventions
The following naming convention must be used for the extracted data files:

- InstitutionID_TargetTable_YYYYMMDDHHMM.xxx
- Example: 100000009_PS_STUDENT_ENROLL_200903051134.csv
    1. Institution ID = 9-digit Administrative Unit Number (AUN)
        - For example, 100000009
    2. Target Table (located on template) e.g., "PS_STUDENT_ENROLL"
    3. Time Stamp (ensures uniqueness for the file) e.g., "200709051134"
    4. File Extension (data separator type) e.g., "csv"
        - csv: comma delimited
        - tab: tab delimited

Student Domain

Institutions are required to submit the following templates in the Student Domain:

- **PS Student Institution**
- **PS Student Transfer Fact**

PS Student Institution Template

Target Table: PS_STUDENT_INSTITUTION

Template Description

The PS Student Institution Template contains basic information regarding an institution's students. In general, institutions should submit one record for each relevant student who was enrolled as of the term's freeze date (even if the student was not enrolled at the end of the term) plus include records for any additional relevant students who enrolled after the freeze date.

- In rare cases an institution may "administratively drop" a student. That is, the institution may realize that a student never did enroll for the term in question and may remove that student from their student information system for that term. These administratively dropped students, because they are not considered enrolled for the term, **SHOULD NOT** be included in the submission.
- Institutions **SHOULD NOT** submit students that are exclusively auditing courses since they are not considered for-credit.

The PS Student Institution Template should include <u>all</u> transfer students enrolled in courses for credit at the institution.

The PS Student Institution Template includes unit-level data elements collected under commonwealth statute. *Prior to submitting the PS Student Institution Template* to PIMS, institutions are responsible for excluding records of students who have elected to opt-out of a commonwealth collection in accordance with the policy and procedure established under Act 24 of 2011.

Grain: One record per student / institution / collection term / collection type and academic year

PDE is collecting only the <mark>fields highlighted</mark>. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PS Student Institution Template Specifications

Field#	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All Institution and Campus codes can be found at: http://edna.ed.state.pa.us
2*	10	PS STUDENT ID	R	The 10-digit unique PAsecureID assigned to the student.		Example: 100000009
3*	N/A	COLLECTION TERM	R	Academic term of data submission. See valid values.	Values must be in all capital letters.	Valid values: SUMMER 2 FALL INTERSESSION SPRING SUMMER1
4*	N/A	COLLECTION TYPE	R	Specifies type of data collection. Use "EOT" only.	Values must be in all capital letters.	Constant: EOT
5*	4,0	ACADEMIC YEAR	R	Academic year of data submission. Format is YYYY, where YYYY represents the latter year. For example, 2012-2013 would be represented as 2013.		Example: 2013
6	Not Collected					
7	60	LAST NAME	R	Student's full legal last name.		Example: Smith
8	60	FIRST NAME	R	Student's full legal first name.		Example: John
9	60	MIDDLE NAME	O	Student's full legal middle name or initial.		Example: Lee
10	10	BIRTH DATE	R	Provide the birth date of the student.	All dates must be entered in ISO format (YYYY-MM-DD).	Example: 1991-07-15
11	Not Collected. This field was previously used for the Social Security Number.					
12	12	PS LOCAL STUDENT ID	O	Student's local institutional ID. This is an optional field.		Example: 12345
13	Not Collected. This field was previously used for the County Code of Declared Citizenship.					
14	Not Collected					
15	Not Collected. This field was previously used for the First Generation Indicator.					
16	N/A	GENDER CODE	R	Student's gender.	Values must be in all capital letters.	Valid values: M - Male F - Female

PS Student Institution Template Specifications

Field#	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
17	N/A	RACE CODE	R	Student's race. See valid values.		Valid values: 1 – American Indian/ Alaskan Native 3 – Black or African American, non-Hispanic 4 – Hispanic of any race 5 – White, non-Hispanic 6 - Two or more races 7 - Nonresident Alien 8 – Race and ethnicity unknown 9 – Asian 10 – Native Hawaiian or other Pacific Islander
18	Not Collected					
19	Not Collected					
20	Not Collected					
21	Not Collected					
22	N/A	HISPANIC INDICATOR	R	Indicator of whether student is Hispanic.	Values must be in all capital letters.	Valid values: YES NO UNK (Unknown)
23	Not Collected					
24	N/A	NONRESIDENT ALIEN INDICATOR	R	Indicator of whether student is a Nonresident Alien.	Values must be in all capital letters.	Valid values: YES NO UNK (Unknown)
25	Not Collected. This field was previously used for the Disability Indicator.					
26	Not Collected					
27	Not Collected					
28	Not Collected. This field was previously used for the Primary Language Code.					
29	Not Collected. This field was previously used for the Military Status Code.					
30	Not Collected. This field was previously used for the Single Parent Indicator.					
31	Not Collected. This field was previously used for the Has Dependent Indicator.					
32	Not Collected					
33	Not Collected. This field was previously used for the Migrant Worker Indicator.					
34	Not Collected. This field was previously used for the LEP Indicator.					
35	Not Collected. This field was previously used for the Displaced Homemaker Indicator.					
36	Not Collected. This field was previously used for the Economically Disadvantaged Indicator.					
37	Not Collected					
38	Not Collected. This field was previously used for the Transfer Student Indicator.					
39	Not Collected. This field was previously used for the Mother Highest Education Level Code.					

PS Student Institution Template Specifications

Field#	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
40	Not Collected. This field was previously used for the Father Highest Education Level Code.					
41	Not Collected. This field was previously used for the Permanent Street Address 1.					
42	Not Collected. This field was previously used for the Permanent Street Address 2.					
43	Not Collected. This field was previously used for the Permanent Street Address 3.					
44	Not Collected. This field was previously used for the Permanent Address City.					
45	Not Collected. This field was previously used for the Permanent Address State Code.					
46	Not Collected. This field was previously used for the Permanent Address Base Zip.					
47	Not Collected. This field was previously used for the Permanent Address Zip Code 4.					
48	N/A	PERMANENT ADDRESS COUNTY CODE	O	Provide the county of the student's permanent address if a PA resident. Use value "00" for out of state students		See Appendix A Pennsylvania Counties
49	N/A	STATE RESIDENCY CODE	R	Specifies the student's residency status as of the reporting period. See valid values.		Valid values: 1 – Student is a Pennsylvania resident 2 – Student is not a Pennsylvania resident
50	Not Collected					
51	Not Collected					
52	Not Collected					
53	Not Collected					
54	Not Collected					
55	Not Collected					
56	Not Collected					
57	10	FIRST TERM OF ACADEMIC HISTORY DATE	R	The date of the student's first term of undergraduate academic history. This could be at the reporting institution or a different institution. Note that this applies to students who enter with advanced standing due to credits obtained during high school. If the student does not provide evidence of prior postsecondary credits then it can be assumed that the student's first undergraduate term at the institution is their first of academic history.	All dates must be entered in ISO format (YYYY-MM-DD).	Example: 2012-08-23
58	10	FIRST ENROLLMENT AT INSTITUTION DATE	R	Date of student's first enrollment at the institution for the same level (e.g., undergraduate, graduate, etc.). Do not reset this date if a student receives multiple degrees/awards over time at the same level.	All dates must be entered in ISO format (YYYY-MM-DD).	Example: 2012-08-23

* Field is part of the unique key for the template.

Load Sequence/Dependencies

Load Sequence/Dependencies
No dependencies

FAQs

PS Student Transfer Fact Template

Target Table: PS_STUDENT_TRANSFER_FACT

Template Description
This template is used to collect college-level credits transferred by students to the current institution. This template is included in the Fall EOT and Spring EOT collections.

Institutions should submit transfer credit data in the term in which the student's transfer credit is evaluated and recorded on the student's transcript at the current institution. For example, if a transfer student enrolls into an institution in the fall term, but the transcript is not received, evaluated and recorded until the spring term, the student's transfer credit data should be submitted during the Spring EOT collection. Transfer credit data should only be submitted for enrolled students.

Institutions will need to submit at least three records per student that transferred credit in this template. One record must be submitted for:
- Total Credits Presented (CREDIT GPA CODE = 10)
- Total Credits Accepted (CREDIT GPA CODE = 20)
- Total Credits Rejected (CREDIT GPA CODE = 30)

If a student is transferring credit from multiple institutions, submit multiple sets of records, one set per TRANSFER FROM IPEDS UNIT ID.

The PS Student Transfer Fact Template includes only unit-level data elements collected under commonwealth statute. *Prior to submitting the PS Student Transfer Fact Template* to PIMS, institutions are responsible for **excluding the entire record of a student who has elected to opt-out** of a commonwealth collection in accordance with the policy and procedure established under Act 24 of 2011.

Grain: One record per student per TRANSFER FROM IPEDs UNIT ID per CREDIT GPA CODE.

PDE is collecting only the <mark>fields highlighted</mark>. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PS Student Transfer Fact Template Specifications

Field#	Max Length	Field Name	R/O/ CR	Field Definition	Business Rules	Valid / Sample Values
1*	9	TRANSFER INTO INSTITUTION ID	R	The unique 9-digit Administrative Unit Number (AUN) of the reporting institution assigned by the Pennsylvania Department of Education.		Example: 123456789 All institution and campus codes can be found at: http://edna.ed.state.pa.us
2*	4	TRANSFER INTO CAMPUS ID	R	For main campuses use "9999." See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999 All institution and campus codes can be found at: http://edna.ed.state.pa.us
3*	10	PS STATE STUDENT ID	R	The 10-digit unique PAsecureID assigned to the student.		Example: 1000000009
4*	6	TRANSFER FROM IPEDS UNIT ID	R	The IPEDS Unit ID of the postsecondary institution the student is transferring credit from. If the student is transferring credit from a foreign institution use a constant of "999999."		Example: 210669
5*	10	TRANSFER DATE	R	The specific date the student transferred is not necessary. Use the last date in the current academic year. Format should be YYYY-06-30. For example, for academic year 2012-2013 use '2013-06-30.'	All dates must be entered in ISO format (YYYY-MM-DD).	Example: 2013-06-30
6*	N/A	CREDIT GPA CODE	R	Identifies the type of credits submitted in Field #10 TRANSFER CREDITS. See valid values in Credit GPA Codes Table below.		See Credit GPA Codes Table below.
7	N/A	TRANSFER COLLECTION TERM	R	Academic term of data submission. See valid values.	Values must be in all capital letters.	Valid values: FALL SPRING
8	N/A	TRANSFER COLLECTION TYPE	R	Specifies type of data collection. Use "EOT" only.	Values must be in all capital letters.	Constant: EOT
9	4,0	TRANSFER ACADEMIC YEAR	R	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2012-2013 would be represented as 2013.		Example: 2013
10	7,2	TRANSFER CREDITS	R	The number of credits transferred. The type corresponds to the value submitted in Field #6 CREDIT GPA CODE.		Example: 12.5
11	Not Collected					

* Field is part of the unique key for the template

Credit GPA Codes Table

Credit GPA Code	Credit GPA Name	R/O/CR	Credit GPA Definition			
10	Total Credits Presented	R	The total number of college-level credits presented by the student for transfer from the sending institution during the term. This includes only those credits completed by a student. Courses attempted by a student but not completed (such as a Withdraw or Incomplete) or not earned (such as a Failed course) should not be included here.			
20	Total Credits Accepted	R	The total number of college-level credits accepted from the sending institution during the term for the student.			
30	Total Credits Rejected	R	The total number of college-level credits not accepted from the sending institution during the term for the student.			

Load Sequence/Dependencies

Load Sequence/Dependencies
PS STUDENT INSTITUTION

FAQs

1. **Should transfer credit be reported from all institutions or only those that are regionally accredited?**
   All college-level credit that is transferred and recorded on a student's transcript should be reported, regardless of accreditation.

2. **Should developmental courses be reported in the credit totals for transfer students?**
   Report all college-level credits presented by the student. "Credits Presented" is defined as college-level credits earned by a student at the previous institution. If no credit was awarded for a developmental course (or any other course) at the prior institution, it should not be reported.

Appendix A – Pennsylvania Counties

Code	Description
00	Outside PA
01	Adams
02	Allegheny
03	Armstrong
04	Beaver
05	Bedford
06	Berks
07	Blair
08	Bradford
09	Bucks
10	Butler
11	Cambria
12	Cameron
13	Carbon
14	Centre
15	Chester
16	Clarion
17	Clearfield
18	Clinton
19	Columbia
20	Crawford
21	Cumberland
22	Dauphin
23	Delaware
24	Elk
25	Erie
26	Fayette
27	Forest
28	Franklin
29	Fulton
30	Greene
31	Huntingdon
32	Indiana
33	Jefferson
34	Juniata
35	Lackawanna
36	Lancaster
37	Lawrence
38	Lebanon
39	Lehigh
40	Luzerne
41	Lycoming
42	McKean
43	Mercer
44	Mifflin
45	Monroe
46	Montgomery
47	Montour

Code	Description
48	Northampton
49	Northumberland
50	Perry
51	Philadelphia
52	Pike
53	Potter
54	Schuylkill
55	Snyder
56	Somerset
57	Sullivan
58	Susquehanna
59	Tioga
60	Union
61	Venango
62	Warren
63	Washington
64	Wayne
65	Westmoreland
66	Wyoming
67	York