

Instructions for Validating and Correcting PIMS HQT Data

November 7, 2008

Step 1: Ensure the accuracy of the Course mapping between your local courses and state courses in PIMS. Each LEA was required to map its local course catalog to the PIMS standard courses. This mapping serves as the framework for generating HQT/NHQT percentages:

Download or execute the following reports:

➤ HQT Course Certification Requirements

Description: This report displays Pennsylvania's Certification requirements for *only* core content courses.

Report Location: Updated daily and available for download in the Document Repository on the PIMS Project Website

➤ Course ID Mapping

Description: This report displays your LEA's mapping of your local courses to the PIMS standard Course Codes

Report Location: eScholar Framework for Cognos - Production > Course Reports > Validation Reports

Review your data:

- Review your Course ID Mapping report to validate the mapping of your local courses to the PIMS standard courses.
- Review the HQT Certification Mapping Requirement report to compare the certificate(s) each educator holds with the certificates required for an educator to be HQT – in other words, is there another state level course that is a better match with your local course?
- Review the course descriptions contained in the 'Secondary School Course Classification System: School Codes for the Exchange of Data (SCED)' manual which is available at <http://nces.ed.gov/pubs2007/2007341.pdf> (these are the codes used in PIMS) for the definition of a specific course if you are unsure if a course is mapped correctly.

Required Actions:

- If an educator holds a certificate that is not included in the HQT Certification Mapping Requirement for a particular state level course, identify a different state level course that is a better match with the local course.
- If a local course is mapped to an incorrect state level course, you will need to correct your Course Template and resubmit into PIMS.

Step 2: Ensure Educators are reported properly in PIMS. Every educator in Pennsylvania has been assigned a Professional Personnel Identifier (PPID). If the PPID for an educator is reported incorrectly, PIMS can not correctly match the courses that educator is teaching:

Execute the following reports:

➤ LEA Staff Profile Details

Description: This report displays all staff, with their Staff ID, submitted into PIMS from your LEA.

Report Location: eScholar Framework for Cognos - Production > Staff Profile Reports

➤ Staff Missing Certification Information

Description: This report should be run to identify staff entered in PIMS who do not have certification data that were extracted from the PDE's teacher certification database.

Report Location: eScholar Framework for Cognos - Production > HQT Reports

Review your data:

- Review the LEA Staff Profile Details report to verify the staff PPID numbers and/or social security numbers entered into PIMS are correct. This might help to pinpoint why a teacher is identified as NHQT.
- Ensure that staff PPID was submitted rather than a social security number as a staff identifier. If a staff member was submitted into PIMS using their Social Security Number instead of their PPID, that staff member will register as NHQT.

Required Actions:

- Contact the PIMS Help Desk if a teacher was incorrectly reported with a social security number rather than a PPID.
- If the educator is a non-certified teacher in a charter school, complete the "Charter School Educator Record Data" spreadsheet available at <http://www.teaching.state.pa.us/teaching/lib/teaching/CHARTERSCHOOLEDUCATORRECORDDATA.pdf>; email completed "Charter School Educator Record Data" form to ra-teachercert@state.pa.us.
- If you need to make corrections to a key field (such as Staff ID) in the STAFF and/or STAFF_SNAPSHOT template, you will need to make a delete request to the PIMS Help Desk before submitting your updated data. Please contact the PIMS Help Desk by phone at 1-800-661-2423.
- Also, if you have discovered that incorrect staff IDs have been reported, you also need to check if you submitted your educator with an incorrect staff PPID in the COURSE_INSTRUCTOR template. If so, you will need to contact the Help Desk to have the COURSE_INSTRUCTOR record(s) deleted, followed by an upload of new COURSE_INSTRUCTOR templates with the correct staff PPID.

Step 3: Ensure your Educators are correctly mapped in PIMS to actual Courses that they are teaching. If an educator is incorrectly mapped to a course this might result in an incorrect NHQT designation. Every educator is connected to a course section in PIMS for every course they teach:

Please note: Only core content courses will appear in the PIMS HQT reports. You can refer to Volume 2 of the PIMS Users Manual (v1.7.1) to see if a course is designated as Core Content.

Execute the following reports:

- Teachers with Zero Sections – Summary -AND-
- Teachers with Zero Sections
Description: These reports identify any teacher not assigned to a course.

Report Location: eScholar Framework for Cognos-Production >Course Reports >Validation Reports

- Courses with Zero Teachers - Core Content Only –AND-
- Courses with Zero Teachers - Core Content Only - Summary

Description: These reports list any core content course not currently associated with a teacher.

Report Location: eScholar Framework for Cognos-Production >Course Reports >Validation Reports

Review your data:

- If you have teachers listed in any one of the following four reports “Teachers with Zero Sections – Summary;” “Teachers with Zero Sections;” “Courses with Zero Teachers - Core Content Only;” and “Courses with Zero Teachers - Core Content Only – Summary” reports, and they are teaching core content courses, you will need to submit a COURSE_INSTRUCTOR template for the appropriate Course / Staff Combination.

Required Action:

- If you have an incorrect COURSE_INSTRUCTOR template submitted, you will need to contact the Help Desk to have the record(s) deleted.

If you have questions after completing the above three steps, please contact the PIMS Help Desk at 800-661-2423 for additional help.

Step 4: Run HQT/NHQT Detail Reports:

Now that you have addressed the most common data issues with the HQT data, generate the following three detail reports to determine why individual teachers are still appearing as NHQT.

Execute the following reports:

- HQT Teacher Listing

Description: This report lists the detailed Course, Section, and Student Count information for each teacher determined to be HQT for a specific course.

Report Location: eScholar Framework for Cognos - Production > HQT Reports

- NHQT Teacher Listing

Description: This report lists the detailed Course, Section, Student Count, and NHQT reason for each staff determined to be NHQT for each specific core content course.

Report Location: eScholar Framework for Cognos - Production > HQT Reports

- Staff Certification Snapshot Information by LEA

Description: This report lists the detailed staff certification information and can be used to help determine why an educator is NHQT.

Report Location: eScholar Framework for Cognos - Production > HQT Reports

Review your data:

- Review Staff Certification data in conjunction with the NHQT Teacher Listing report to help determine why a core academic teacher is NHQT.
- Recheck staff PPID numbers and social security numbers entered in PIMS.
- Check to be sure the correct course code was reported in the Course Instructor file. If there are errors in any of these key fields, it is necessary to contact the PIMS Help Desk.

Required Actions:

- If you determine that you have submitted data incorrectly, contact the Help Desk to determine what your next steps are.
- If the educator is a non-certified teacher in a charter school, complete the “Charter School Educator Record Data” spreadsheet available at <http://www.teaching.state.pa.us/teaching/lib/teaching/CHARTERSCHOOLEDUCATORRECORDDATA.pdf>; email completed “Charter School Educator Record Data” form to ra-teachercert@state.pa.us.
- If you are still experiencing problems after following the above steps, please complete the PIMS HQT Course Certification Review Log spreadsheet which is posted in the PIMS Repository and then contact the PIMS Help Desk for further instructions.
- If any data was corrected. Re-run the HQT Teacher Listing report to verify your data was updated.

Step 5: Run your Accuracy Certification Statement (ACS) for Submission

Execute the following report:

➤ HQT ACS

Description: This is your HQT Accuracy Certification Statement. This identifies the HQT and NHQT sections for each school.

Report Location: eScholar Framework for Cognos - Production > HQT Reports

Review your data:

- Review your summary data contained on the HQT ACS on final time to ensure correctness.

Required Action:

- After validating all your HQT/NHQT data, please complete, sign, and return you ACS report to:

Division of Data Services
 PA Department of Education
 333 Market Street – 14th Floor
 Harrisburg, PA 17126-0333
 Voice: 717-787-2644