



## Special Education Data Submission from a Director's Perspective

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### Preventative Measures

- Have a basic understanding of Excel
- Partnership between SE data manager and the PIMS manager
- Have a basic understanding of the data points collected and where they pull from in your documents and system.
  - Special Education 101 Session more detail
- Run data reports monthly to reduce errors that accumulate and have staff correct as needed.
- Set Conditions for Ease of Reporting and Limited Activity During Data Pull
- Maintain a yearly chart of data for comparison



## Prior to Collection

- Have a **code sheet** available and visible from work area.
- Have **IU data manager and BSE data manager numbers** visible from work area.
- Run data checks weekly prior to submission to know where areas of concern maybe.
- Review collection schedule with your district calendar and create a district schedule, avoid having to work over Holiday break.
- Meet with your LEA Data Manager to review the collection schedule and timelines. Block time on your calendar to dedicate to the data collection based on district needs.
- Be aware of the potential Spot Checker errors and how to correct them. Spot Checker open way before PIMS open and can do comparison.



## Codes

### PIMS Special Education Template Valid Values List

<b>Primary Disability (Field 11) and Secondary Disability (Field 12)</b>	
2121	Autistic/Autism
2122	Deaf-blindness
2123	Hearing impairment including deafness
2124	Intellectual disability
2125	Multiple disabilities
2126	Orthopedic impairment
2127	Emotional disturbance
2128	Specific learning disability
2129	Speech or language impairment
2130	Traumatic brain injury
2131	Visual impairment including blindness
2132	Other health impairment
2106	Gifted with Disability (Secondary Only)

### Amount of Special Education Services (Field 15)

01	Itinerant
02	Reserved (Formerly Resource)
03	Reserved (Formerly Part-time)
04	Full-time
05	Reserved
06	Supplemental Support

### Type of Support (Field 17)

01	Learning
02	Life Skills
03	Multi-disabilities
04	Emotional
06	Deaf or Hearing Impaired
07	Speech and Language
08	Physical
10	Blind or Visually Impaired
26	Autistic

### Educational Environment (Field 44)

01	Approved Private School (Non-Residential) 4010 Funded Students Or
02	Approved Private School (Residential) 4010 Funded Students Only
05	Public Separate Facility (Residential)
06	Other Private Separate Facility (Residential)
09	Hospital/Home Bound
12	Public Separate Facility (Non-Residential)
14	Out of State Facility
15	Instruction in the Home
16	Other Private Separate Facility (Non-Residential)
18	Correctional Facility
19	Inside the regular class 80 percent or more of the day
20	Inside regular class no more than 79% of day and no less than 40% of Special Education Outside the Regular Class At Least 21% of the Day
21	Inside regular class less than 40 percent of the day (formerly Special Education Outside the Regular Class More than 60% of the Day 61% or more)

### Reason for Exiting Special Education (Field 52)

01	Graduated with Regular High School Diploma
02	Received a GED
03	Reached Maximum Age (age 21)
04	Dropped Out
05	Transferred to Regular Education
06	Moved out of PA, known to be continuing
09	Died
99	Moved within PA, known to be continuing



## During Collection

- When working on pulling the submission, try to arrange a condition where there will be minimal people working in the system.
  - System lock out
  - Window of arranging timing of IEPS so activity in system is reduced.
- Ensure the SIS data and the SE data match.
  - **V Look Up**
- Begin the data correction by correcting everything in the system first and then pulling new extracts. Use the SANDBOX.
- Once you feel the extract is systemically clean with scattered errors, make corrections in the extract and correct the system.



## V-Look Up Process

VLOOKUP Example (Student ID – Unique Common Value in Both Systems)

SIS Data

	A	B	C
1	Student ID	Grade	Race
2	123456789	9	3
3	234567890	8	5
4	345678901	11	4

Special Education System Data

	A	B	C
1	Student ID	Grade	Race
2	123456789	9	3
3	234567890	7	5
4	345678901	10	5

Combined Data

	A	B	C	D	E
1	Student ID	Grade	SIS Grade	Race	SIS Race
2	123456789	9	9	3	3
3	234567890	7	8	5	5
4	345678901	10	11	5	4

SIS Grade =VLOOKUP(A2,'SIS Data'!A2:C4,2)

SIS Race =VLOOKUP(A2,'SIS Data'!A2:C4,3)



## Data Verification Prior to Submission

- Take the Extract and filter areas through **EXCEL filter system**.
  - LRE
  - Disability
  - Building
  - Percentages (search for zeros)
- PIVOT Table
- Compare with your prior years' data to ensure it is within trend. If not, "play detective."
- When the SIS and SE data match and you are confident with the content, submit.



## Excel Tools for Support

### Filter Systems

Student ID	School Num	Primary Disab	Amount of SE Services	Location of SE Services
1000000001	1000	2127	6	39
1000000002	1000	2128	6	20
1000000003	9999	2128	6	20
1000000004	1000	2128	6	20
1000000005	1000	2128	1	19
1000000006	1000	2128	6	20
1000000007	1000	2129	1	19
1000000008	1000	2127	6	20
1000000009	1000	2128	6	20
1000000010	1000	2127	1	19
1000000011	9999	2128	1	19
1000000012	1000	2128	6	20
1000000013	1000	2128	6	20
1000000014	1000	2128	1	19
1000000015	1000	2128	1	19
1000000016	1000	2128	6	20
1000000017	1000	2132	1	19
1000000018	1000	2124	6	20
1000000019	1000	2129	1	19
1000000020	1000	2128	6	20
1000000021	1000	2132	1	19
1000000022	1000	2128	1	19
1000000023	1000	2128	6	20
1000000024	1000	2132	4	21
1000000025	1000	2132	6	20
1000000026	9999	2128	1	19
1000000027	1000	2132	6	20

### Pivot Table

**PivotTable Fields**  
Choose fields to add to report:

Student ID  
School Number  
Primary Disability  
Amount of SE Services  
Educ Environ  
Ed Env Pct  
Service Provider  
Location of SE Services  
More Tables...

Drag fields between areas below:

**Filters:** (empty)

**Columns:** Primary Disability

**Rows:** School Number

**Values:** Count of Student ID

Count of Student ID	Column Labels	2121	2123	2124	2125	2126	2127	2128	2129	2131	2132	Grand Total
1000	Row Labels	5	2	1	1	3	22	15	24	24	74	
1001		2				2	15	13	1	24	57	
1002		6	4	7	2	1	3	21	12	22	78	
1003		5	9			2	74	7	29	126		
1004		25	1	1	1	21	77	10	1	64	201	
1005		1	3				28	25		5	62	
1006		35	2	17			50	218	5	1	105	433
9999		27	3	18	2	1	30	86			37	204
<b>Grand Total</b>		<b>106</b>	<b>15</b>	<b>53</b>	<b>5</b>	<b>3</b>	<b>111</b>	<b>541</b>	<b>88</b>	<b>3</b>	<b>310</b>	<b>1235</b>



## After Collection

- For the comparison report, look for errors and **use your submitted file** to review for accuracy and then areas of concern.
- Make corrections in File and make corrections in system.
- Duplicates-Looking for where two or more districts are reporting same student. Refer to Data Training Materials for clarity.



## PIMS Sample Error Code Sheet

**1. Special Education - Educational Environment is 19, 20, or 21, Service Provider Location is invalid**

Logic: If Ed Env (field 44) = 19, 20 or 21, then SP\_Loc (field 71) must equal a valid 4-digit building code.

Exceptions – Location of Services setting is cyber or community based.  
19, 20 or 21 are valid codes – Request Data Exception

**2. Student - District Code of Enrollment validation**

Logic: AUN of Enrollment (field 217) must be a valid AUN of a PIMS reporting agency (SD, CS, IU, CTC, APS, PRR, SIC).

If the student is receiving the majority of their core academic education from a NON-PIMS reporting agency enter YOUR AUN in field 217.

No Exceptions

**3. Student - Cannot have both GIEP and IEP**

Logic: If Special Education (field 38) = Y, then Gifted (field 80) cannot equal GY (Gifted, has an GIEP). Students cannot have both an IEP and a GIEP. If the student has an IEP and is also receiving gifted services through the IEP, then use code GS.

No Exceptions

**4. Educ Environment not 19, 20, or 21, Educ Environment Percentage must be blank**  
Logic: If Educational Env (field 44) does not equal 19, 20 or 21, then Ed Environ Pct (field 49) must be blank.

If Part B of Section VII of the IEP is completed, then no Educ Environment Pct should be calculated

No Exceptions

**5. Special Education - (Primary Disability = Challenge Type)**

Logic: At the time of the Special Education Template upload (12/1 and July), Primary Disability (field 11) must equal Challenge Type (field 34).

If an LEA is receiving this error, most likely the SIS and Special Ed Systems do not match.

No Exceptions

**1. You LRE code is not matching to a valid Location Code**

**2. Student needs to be enrolled in a valid agency with valid AUN number. [EDNA]**

**3. Student cannot have both GIEP code and IEP code.**

**4. If B Graph is completed, then Educational Percentage should be blank.**

Use this field to report the percentage of time the student spends in the regular classroom for the total number of hours in the school day (including lunch, breaks, and recess). The total is then multiplied by 100.  
To calculate the percentage of time spent in the regular classroom, divide the number of hours the student spends in the regular classroom by the total number of hours in the school day (including lunch, breaks, and recess). The total is then multiplied by 100.  
Use this field to report the percentage of time the student spends in the regular classroom for the total number of hours in the school day (including lunch, breaks, and recess). The total is then multiplied by 100.  
Use this field to report the percentage of time the student spends in the regular classroom for the total number of hours in the school day (including lunch, breaks, and recess). The total is then multiplied by 100.

Category 1	Category 2	Calculation	Mathematical Percentage	Percentage Category
Category 1: Special Education	Category 2: Regular Education	Category 1 / (Category 1 + Category 2) * 100	Category 1 / (Category 1 + Category 2) * 100	Category 1 / (Category 1 + Category 2) * 100
Category 1: Special Education	Category 2: Regular Education	Category 1 / (Category 1 + Category 2) * 100	Category 1 / (Category 1 + Category 2) * 100	Category 1 / (Category 1 + Category 2) * 100

**5. Primary Disability Type in SE collection, must match Challenge Type in SIS**



Questions?



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