

E-MESSAGE # 5

DATE: OCTOBER 19, 2020

Dear PASA Assessment Coordinator (AC),

Today is the opening of the student enrollment window. The enrollment window extends through December 11th. During this time, PASA ACs should complete the Enrollment Template Upload. PA specific guidance is attached to assist in this process. By following this guidance, PASA ACs will obtain information directly from PA's Information Management System known as PIMS. This process is an essential part of ensuring that students are successfully uploaded into the DLM system. It also increases accuracy of student level data and reduces time associated with completion of the template. The use of this guidance is for all entities with access to PIMS.

Below are some added details about the Enrollment Template Upload process and other important reminders.

ENROLLMENT TEMPLATE AND PIMS

Following the PA specific guidance for enrollment template uploads will require you to communicate with the PIMS Manager in your LEA or school. It will be important for the PASA AC to identify PASA eligible students for the PIMS Manager. Likewise, it will be important for the PIMS Manager to provide the PASA AC with the Cognos report for upload into the DLM Educator Portal.

Below is the message sent to PIMS Managers last week regarding the new Cognos report available in PIMS.

NEW! Cognos Report for Enrolling Special Education Students into the PA Alternate System of Assessment

The Bureau of Special Education (BSE) has collaborated with the PDE PIMS Team in the development of a new Cognos Report. The purpose of this report is to assist Directors of Special Education and/or PASA Assessment Coordinators (ACs) in completion of the enrollment process for students with the most significant cognitive disabilities (i.e. students with an IEP) into the PA *Alternate System of Assessment* (PASA). It is highly recommended that PIMS Coordinators discuss the availability of this new Cognos Report with their Director of Special Education and/or PASA ACs. It will be important for PASA ACs to assist PIMS Coordinators by identifying PASA eligible students, so that students are properly coded in PIMS.

The BSE will also inform PASA ACs that this report is available. Using this report allows PASA ACs to provide PASA student enrollment information that is aligned to PIMS, improves accountability reporting, and is more efficient. The BSE will explain the PASA ACs responsibility to work with their PIMS Coordinators to

provide PASA eligible student level information, obtain this report, and use it per the PASA enrollment guidance provided for template uploads in the DLM KITE Educator Portal.

Below are the steps for PIMS Coordinators to obtain the Cognos report

1. PASA enrollment will be driven by Field 212: PSSA / PASA Assessment. This report is based on data submitted through PIMS via the C1 OCT Student 2020-21 collection. PIMS Coordinators must enter the following code in PIMS to ensure that students taking PASA are properly identified and can be enrolled appropriately via the PASA enrollment system/ DLM KITE Educator Portal:

A – PASA, no PSSA precode label

**PASA enrollment begins on October 19, 2020 and is open through December 11, 2020. It is imperative that accurate data be entered into PIMS prior to that date.*

2. Follow the path to Production/Special Education/PASA DLM Enrollment Report.
3. Download and save the file as a .CSV in order to upload properly in the KITE system.

Questions regarding use of this Cognos report should be directed to Dan Ficca at c-dficca@pa.gov.

Questions regarding enrollment in the PASA enrollment system/Kite Educator Portal should be directed to alternateassessment@pattan.net.

NOW AVAILABLE! DLM QUICK START GUIDES FOR ACS AND ASSESSORS

If you are wondering what steps to take first in the new alternate assessment system, check out a “Quick Start” Guide. Each provides concise, easy to understand directions with built in resource links. Please share the link to the DLM Quick Start Guide for Assessors with your teachers.

- [DLM Quick Start Guide for Assessment Coordinators](#)
- [DLM Quick Start Guide for Assessors](#)

PASA DLM TEST TALKS

Join the PA Alternate Assessment Team and PASA ACs from across the state every Thursday at 9 a.m. for "**PASA DLM Test Talks**". This weekly, one-hour meeting is intended to ACs as they transition to a new alternate assessment system. "PASA DLM Test Talks" provide timely updates on enrollment, rostering, testing and training procedures. A portion of every meeting is dedicated to demonstrations of online procedures in the new system and a questions and answer period. All "PASA DLM Test Talks" are live but recorded for posting to the website.

Interested in joining? No need to register, just click on the link every Thursday at 9 a.m. This week's focus is on demonstrating the enrollment upload described in the guidance.

Join "PASA DLM Test Talks" Zoom Meeting

<https://pattaneast.zoom.us/j/97066788729?pwd=dWN3SFNtdklJZUxnMk1DcmJXYmQxQT09>

Meeting ID: 970 6678 8729

Passcode: 026495

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

DID I MISS ANYTHING?

- Check out the [PaTTAN PASA webpage](#) for every email communication distributed to PASA ACs.
- Find the new "Quick Start Guides" and other helpful resources!

NEED HELP?

Contact:

DLM SERVICE DESK

1-855-277-9751

DLM-support@ku.edu

Current hours: 7:00 a.m.–5:00 p.m. CDT, M–F

<https://dynamiclearningmaps.org/pennsylvania>

Contact:

alternateassessment@pattan.net

Kindly,

The PA Alternate Assessment Team