PIMS Perkins Postsecondary CTE Student Data Set

Collection PERKINS EOY

July 2025

Pennsylvania Department of Education

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
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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 for 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 (USDE);

- 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 Perkins Postsecondary User Manual* describes the data elements and templates postsecondary administrators submit to the system in order to comply with the federal Strengthening Career and Technical Education for the 21st Century Act (Perkins V), as well as the collection timelines. The PIMS Perkins Postsecondary CTE student data set is connected to the Career and Technical Education Information System (CATS) for approved articulation agreements.

Collection Information & Process

Who Must Report

Institutions should report all students enrolled in a Perkins postsecondary program at any time during the July 1 – June 30 academic year. To be defined as a Perkins postsecondary program the program must meet the following criteria:

- Each program must be in compliance with Pennsylvania statutes, regulations, and policies.

- Each program shall be a career and technical education program, offering a sequence of courses that provides individuals with rigorous academic content and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions, which may include high-skill, high-wage, or in-demand industry sectors or occupations, as required by Perkins V.

- Each program shall be a credit-based program and shall be identified with an accepted Classification of Instructional Program (CIP) code.

- Each program shall have a statement of objectives that will be printed in the institution's catalog. The statement must indicate clearly that the program is designed for job placement incorporating employment-related job skills and knowledge. The catalog must indicate that the program is primarily occupational.

- Each program shall have an occupational objective that is consistent with gainful employment opportunities (as opposed to volunteer) available at the local, regional, or state level.

- Each program shall involve a planned coherent sequence of courses, and also shall have at least 50 percent of the course work (minimum of 15 credit hours) devoted to the development of directly related job skills and knowledge including, but not necessarily limited to: training labs, work experience, on-the-job cooperative experience, and clinical work.

- Each program shall be designed in such a way that all postsecondary-level requirements, including requirements for admission to the program or for courses within the program, can be completed in two calendar years (24 months) or less when pursued by a full-time student.

- Each program must offer formal recognition for completion. Acknowledgment may be an associate degree, diploma, certificate, or other recognition, including registered apprenticeship, which is less than a baccalaureate degree.

- Each program must be under the direct control of the institution regarding curriculum, faculty, admissions, work experience, on-the-job cooperative experience, and clinical work.

Note: Other programs meeting the above criteria, but planned to be listed in the institution's official catalog, will be evaluated for approval with submission of proper documentation to the Bureau of Career and Technical Education.

PIMS Templates

<u>PS Student Institution Template</u>
The *PS Student Institution* template contains basic demographic information regarding an institution's students. Submit one record for each student enrolled in a postsecondary Perkins program at any time during the academic year.

The specification for this template is in the *PIMS Perkins Postsecondary User Manual Volume One*.

<u>Campus Student Program Fact Template</u>
This template is for the collection of various "data items" such as the Perkins Industry Credential Earned Indicator and the Pell Grant Indicator. Instead of submitting one record per student, institutions will submit one record per data item per student. There are five required and eight conditionally required data items.

The specification for this template is in the *PIMS Perkins Postsecondary User Manual Volume One*.

Students may only be reported in one Program Code at the school level. If the student was enrolled in more than one Program Code during the reporting year, you must report the student only once at the school level and choose one program (CIP Code) to report. Approved program codes are listed in Appendix B – Perkins Postsecondary CIP Codes in the *PIMS Perkins Postsecondary User Manual Volume Two*.

NOTE: Students that are enrolled in a postsecondary program but did not graduate high school **cannot** be reported.

Timeline

Date or Time Frame

- **Collection Window: 8/1 to 8/31**

  Timeframe for LEAs to officially submit their template data into PIMS.

  LEAs must run their student data quality control reports before finalizing their submission. LEAs must make all necessary corrections identified in these reports.

- **Correction Window: 9/1 to 9/15**

  Allows LEAs to address submission deficiencies identified by PDE personnel during the follow-up review and editing window.

- **Accuracy Certification Statement (ACS) Due Date: 9/15**

  LEAs should (1) generate and review the PIMS CTE data quality control reports available within the PIMS Reports application within MyPDESuite and (2) make any required and/or needed PIMS data corrections based on these reports. Note: The PIMS CTE data quality control reports served the purpose of both informing your LEA PIMS users and/or CTE professional staff of questionable or erroneous PIMS CTE student-level data and providing supporting, detailed, aggregate, CTE enrollment statistics at the school and program-level for local verification.

  PDE personnel cannot begin processing the Consolidated Annual Report (CAR) until all signed and initialed ACSs have been received by PDE.

Reports

PIMS Reports

PIMS reports for this data set can be found at the following locations:

PIMS Perkins Postsecondary Student Data Quality Control Reports

Location: MyPDESuite > PIMSReportsV2 > Postsecondary > Perkins > Student Level – QC and Verification

> **QC Rpt01 - PS Student Institution IDs Not in Campus Student Program Fact** - Report used to inform LEA when students within LEA *PS Student Institution* data were not found within LEA *Campus Student Program Fact* data (creating situation of an incomplete CTE student record within PIMS). To be counted within your final Perkins CTE student data submission, Perkins CTE students and their PAsecureIDs reported within your PS Student Institution submission must also be reported within your Campus Student Program Fact submission.

> **QC Rpt02 - Students Reported in More Than One Program Code for a Campus**- Report used to inform LEAs of any CTE students within *Campus Student Program Fact* submission that were reported multiple Program Codes (CIP Codes) at the school level. Students may only be reported in one Program Code at the Campus ID level. If the student was enrolled in more than one Program Code during the reporting year, you must report the student only once at the Campus ID level and choose one program (CIP Code) to report. Normally this is the last program in which the student was enrolled during the reporting year or the CIP Code the student completed during the reporting year.

> **QC Rpt03 - List of Statistically Countable Perkins CTE Students by Campus and Program** – Report lists students considered to be statistically countable as a Perkins CTE enrollees by school and program. A student is statistically counted as a Perkins CTE enrollee only when data related specifically to the student's PAsecureID is reported by an educating LEA on both PIMS *Campus Student Program Fact and PS Student Institution* templates. Review this list to determine if PIMS student records need to be added, deleted, or modified.

> **QC Rpt03A - Perkins CTE Enrollments by Campus and Program** - Report lists students considered to be statistically countable as a Perkins CTE enrollees by campus and program. A student is statistically counted as a Perkins CTE enrollee only when data related specifically to the student's PAsecureID is reported by an educating LEA on both PIMS *Campus Student Program Fact and PS Student Institution* templates. Review this list to determine if PIMS student records need to be added, deleted, or modified.

> **QC Rpt03B - Verify List of CTE Students with Program of Study Articulated Credits** - Report lists students considered to be statistically countable as a CTE program enrollees reported as having Program of Study SOAR Articulated Credits

(POSAC) formally applied to the student's enrollment in the reported POS articulated CIP and credited to the completion requirements of the student's reported program CIP. The Perkins Administrator and/or POS coordinator may need to review this list to determine if PIMS student records need to be added, deleted, or modified.

QC Rpt03C – Verify List of CTE Students with Local Articulated Credits - Report lists students considered to be statistically countable as a CTE program enrollees reported as having Local Articulated Credits (LAC) formally applied to the student's enrollment in the reported Local articulated CIP and credited to the completion requirements of the student's reported program CIP. The Perkins Administrator and/or POS coordinator may need to review this list to determine if PIMS student records need to be added, deleted, or modified.

QC Rpt04 - Errors for Invalid Data Element Relationships for Perkins CTE Students- Report used to inform LEAs of Perkins students with invalid relationships between specified student data elements. Review the following students listed on each tab for each error. Make corrections to either the PS Student Institution or the Campus Student Program Fact data to resolve errors.

• Perkins CTE students were reported with a Degree Awarded Code and no student program End Date.

• Perkins CTE students were reported with an invalid student program End Date on the Campus Student Program Fact template.

• Perkins CTE students were reported with an invalid student program Start Date on the Campus Student Program Fact template.

• Birth dates that likely need to be corrected.

• Perkins CTE students were reported as receiving a Pell Grant but were not reported as being Economically Disadvantaged.

• Perkins CTE students were reported with a Degree Awarded Code with less than 12 combined cumulative occupational and cumulative academic credits completed.

QC Rpt05 - Warnings for Questionable Data Element Relationships for Perkins CTE Students - Report used to inform LEAs of Perkins CTE students reported have questionable relationships between specified student data elements. Review the following students listed on each tab for each warning. If needed, make corrections to either the PS Student Institution or the Campus Student Program Fact data.

• Perkins CTE students were reported with a questionable student program Start Date on the Campus Student Program Fact template.

• Perkins CTE students were reported with a student program End Date and no Degree Awarded Code.

Postsecondary Perkins CTE Enrollment Accuracy Certification Statement (ACS) - Report used to provide LEA-level aggregate statistics for Perkins CTE students broken out for the following data group categories and grade level for review and verification. The PIMS (ACS), for the chief school administrator to sign, prints as the front cover page of this LEA aggregate statistical report. The original signed ACS form and associated LEA summary Perkins CTE statistical report must be e-mailed to PDE and becomes part of the auditable LEA submission review folder.

- Special Populations

- Race

- Gender

- Program Student Data Summary

Validation Reports

Location: MyPDESuite > PIMSReportsV2 > Postsecondary > Perkins > Student Level – QC and Verification

Campus Student Program Fact Template Details - Perkins

PS Student Institution Template Details - Perkins

Frequently Asked Questions

PS Student Institution

1. **What should institutions report for the Single Parent Indicator if they are unsure whether or not the student is actually a parent of a minor?**

Only report "YES" if the institution is certain the student is a parent of a minor.

2. **A student is in a "pre" program. Are they eligible for Perkins funding?**

No. Students must be in programs that fulfill the items in the section entitled Postsecondary Perkins Students to be reported in PIMS. "Pre" programs do not have a "formal recognition of completion" to qualify as a Perkins-funded program.

Campus Student Program Fact

1. **What values should be reported in the Cumulative Occupational Credits for students who take only Pass/Fail courses, or who have not completed any courses and therefore do not have any credits?**

A value of 0 can be reported for the Cumulative Occupational Credits Completed data item for students who have not successfully earned (passed) any occupational credits related to the student's reported primary Perkins program (CIP). Pass/Fail courses/credits successfully completed (passed) should be included in the Cumulative Occupational Credits Completed data item.

2. **How should institutions handle duplicate student records for students who exit and return to the institution, or students who are enrolled in multiple Perkins eligible programs?**

Institutions should submit only one set of records per student. The demographic information should be the most recent available, and the program specific details should be the student's primary, Perkins eligible, area of study. If the primary area of study cannot be determined it is up to the institution to select a single record.

3. **What should be reported for the degree awarded data items for students who have not earned a degree in the academic year of the submission?**

Conditionally required fields are not required to be reported if the response is no.

IMPORTANT NOTE: At times, PDE is required to base the reporting of POSAC and LAC credits earned by students on ONLY APPROVED ARTICULATION AGREEMENTS FOR A SPECIFIC SCHOOL YEAR; therefore, LEAs are responsible for making certain that an accurate up-to-date record of articulation agreements by their specific approved programs are properly recorded within CATS on an annual basis.

4. **What is the difference between POSAC and LAC Credits?**

   POSAC and LAC are categories reported on the Campus Student Program Fact Template.

   POSAC credits are the number of Program of Study (POS) SOAR (Students Occupationally and Academically Ready) Statewide Articulated Credits awarded to the student at a postsecondary Institution that apply to the postsecondary articulated POS program. Students may be awarded at least nine (9) transcripted technical postsecondary semester credits or equivalent clock hours to a matriculated student enrolled in a Program of Study (POS) at the Postsecondary Institution. Postsecondary Institutions may exceed the minimum number of postsecondary credits awarded.

   LAC credits are the number of Local Articulated Credits awarded to the student at a postsecondary Institution that apply to the postsecondary articulated program through the CATS Postsecondary Articulation approvals. These include Local and Alignment articulation types.

5. **Are only CIPS with articulation agreements included in the Consolidated Annual Report (CAR) Core Indicators of Performance?**

   While Institutions need to have a minimum number of programs that are eligible for Perkins funding, all the CIPS the Postsecondary Institution reports in PS PIMS are included in the indicators.

6. **Which Pell Students are included in the allocation amount?**

   The Pell Grant Indicator is a required category reported on the Campus Student Program Fact Template. All of the students reported as YES for the Pell Grant Indicator category for all the CIPS the Postsecondary Institution reports in PS PIMS are factored into the allocation amount.

Appendices

Appendix A – PIMS Perkins Postsecondary Data Collection Calendar

The dates for the collection and correction window and the due date for the Accuracy Certification Statement are available in the *PIMS Perkins Postsecondary Data Collection Calendar* located on PDE's website.

To access the *PIMS Perkins Postsecondary Data Collection Calendar*:

1. Go to PDE Website (www.education.pa.gov)
2. Click Data and Reporting
3. Click on Pennsylvania Information Management System (PIMS)
4. Select PIMS Postsecondary

Agencies > Department of Education > Data and Reporting > Pennsylvania Information Management System (PIMS)

DATA AND REPORTING

Pennsylvania Information Management System (PIMS)

[MyPDESuite/PIMS Login]

Department of Education	The Pennsylvania Department of Education's (PDE) statewide longitudinal data system is improving data capabilities by enhancing school districts' capacities to meet student-level data reporting requirements and provide robust decision support tools. PIMS is based on open internet standards that enable sharing among diverse, otherwise incompatible systems and includes safeguards for data quality and security.	**Resources**
Newsroom		Manuals and Calendar →
Programs and Services >	In the fall of 2018, PDE released the Future Ready PA Index a comprehensive progress report that provides parents and community members with easy-to-understand information about Pennsylvania	Resources and Trainings →
Data and Reporting ∨		Excel Reporting Tools →
Assessment Reporting		PIMS Postsecondary →
Enrollment		

Appendix B – Reference

- Training materials and informational documents

- The *PIMS Perkins Postsecondary Data Collection Resources* are located on Pennsylvania Department of Education > Data and Reporting > Pennsylvania Information Management System (PIMS) > PIMS Postsecondary (www.education.pa.gov)

Appendix C – Contact

- PIMS Application Support (Questions related to PIMS uploads): 1-800-661-2423.

- PIMS CTE Collection Team (Other questions or concerns): ra-catsdata@pa.gov.

Appendix D – PIMS Perkins Postsecondary CTE Checklist

- ☐ Review the PIMS Perkins Postsecondary Resources
    - o PIMS Perkins Postsecondary Calendar
    - o PIMS Perkins Postsecondary Manuals, Volume 1 and 2
    - o PIMS Perkins Postsecondary How-To Guide
    - o PIMS Postsecondary POS CIPs by Institution
- ☐ Watch the PIMS Perkins Postsecondary Student Data Webinar
- ☐ Schedule Meeting with Data Owners to share needed information and due dates
    - o Develop a plan for collecting the needed data
    - o Assign responsibilities for the data elements and data entry
    - o Set Internal Deadlines
- ☐ Pull PIMS Perkins Postsecondary Templates from local system
    - o PS Student Institution
    - o Campus Student Program Fact
- ☐ Upload PIMS Perkins Postsecondary Templates into PS PIMS
    - o Review DQE errors with Data Owners
    - o Correct Data in local system
    - o Pull new reports and check for additional errors in the PIMS
    - o Check Batch Files for Green Checkmarks
        - ▪ Files with a Red X indicated not all records were accepted. Review Errors.
        - ▪ Upload new files, as necessary
- ☐ After the refresh, review QC Reports in PIMSReports V2 - MyPDESuite > PIMSReportsV2 > Postsecondary > Perkins > Student Level – QC and Verification
    - o QC Rpt01 - PS Student Institution IDs Not in Campus Student Program Fact Report
        - ▪ Students on this report MUST be corrected
    - o QC Rpt02 - Students Reported in More Than One Program Code for a Campus Report
        - ▪ Students on this report MUST be corrected

- QC Rpt03 - List of Statistically Countable Perkins CTE Students by Campus and Program Report
  - Program Admin should review this report to ensure all students were reported
- QC Rpt03A - Perkins CTE Enrollments by Campus and Program Report
  - Program Admin should review this report to ensure all students were reported
- QC Rpt03B - Verify List of CTE Students with Program of Study Articulated Credits Report
  - Program Admin should review this report to ensure all students were reported
- QC Rpt03C – Verify List of CTE Students with Local Articulated Credits Report
  - Program Admin should review this report to ensure all students were reported
- QC Rpt04 - Errors for Invalid Data Element Relationships for Perkins CTE Students Report
  - Students on this report MUST be corrected
- QC Rpt05 - Warnings for Questionable Data Element Relationships for Perkins CTE Students Report
  - Students on this report MAY need to be corrected
- Make necessary corrections in PS PIMS based on the QC reports
- After all Postsecondary Perkins QC reports are verified for accuracy and content, generate the Postsecondary Perkins CTE Accuracy Certification Statement (ACS) Form
  - Postsecondary Perkins CTE Enrollment ACS
    - Submit the completed, signed ACS form and the ACS summary statistics must be received by our office via email no later than September 15. Instructions for submitting the ACS are on the signature page.