

What Works:	What Didn't:
Embarrassment Factor of Email Update Status Lists	Location Code Errors Early On
Time Consuming Process of File Prep but worth the effort	Location Code Errors Weren't Specific Enough – Student Snapshot or Special Ed Snapshot?
IU Created a detailed timeline to defer the question of why does the IU have to be involved?	Timing on PIMS Calendar – Add buffer for due date to IU prior to upload
Spot Checking one LEA at a time is great! The districts who used the spot checker file from the IU went smoothly. Those who didn't had issues.	Reinforce the process of submission via the IU – written requirement to clarify for the LEA why...
DQE rejecting the entire file if errors	Timelines with other collections – overlapping due dates for file processing and preparation
Spot Checker feedback is great	DQE Rules Implemented Late
	Disconnect between Spot Checker and DQE
	Out of District student still missing from SIS
	DQE Error Data Exception Requests errors cleaned up in file but not SIS or Special Ed System
	Data Exceptions must be processed for each collection
	Ed Env matching % didn't get in the DQE
	LEAs not using the files the IU cleared through the Spot Checker for uploads.
	Students getting through DQE without a Snapshot Date – IU sending an example...
	COMMUNICATION!!!!!!
	Comparison Reports Need to be broken out in tabs by LEA
	Timing of Comparison & Sign Off's overlapping school years.

Recommendations:
Add the process overview including the IU at the beginning of the PIMS manual
Streamline from multiple templates to one with all the demographic information.
Could the Special Ed Office have PIMS Admin Access to upload the file?
Reinforce the cross-over of fixing the Special Ed Data errors into the other collections.
Standardize the timeline – use IU 28 as a template and share with the group to tweak
Keep the Instructions in the PIMS Manual and Special Ed Data Resource Guide Consistent
Add for IU submission due date to IU prior to upload to PIMS Calendar
Reinforce the IU data tweaking and time required to process the file to ensure upfront error free data saving the LEA time during the submission window.
Prefill the IU based on User Login into Spot Checker
After processing through Spot Checker - can you provide the total number of records in the final file. Similar to email notification
IUs need the final email notification anymore.
DQN – how do you define the role/job description of a PIMS Admin at the LEA? Technology Skills, Training Needs, defined skill sets
Service Provider AUN – if no AUN and using name – must be truncated to 20 characters
Resource Guide – Data Items & Tables format should be incorporated in the PIMS Manual
Comparison Report – map the Wards of State back to LEA
Cross State Duplicate – Preschool – identify the LEA
Spot Checker Check Box – Select to delete – process takes too long – want to delete multiple entries
Document somewhere in the reports that they data may not match what's been uploaded to EDFacts unless the LEA updates the source system and the source file.
Time Table: Spot Checker open in April for Staff Data to IUs beginning mid-May Final Data thru PSU Spot Checker by 6/30 Errors Resolved by 6/30 Comparison Reports Due 7/12 PIMS Window – 7/15 – 8/1
July Resource Guide final by 3/1
Example Documents under Training on Penn State Website
LEAs export files with Quotes – can PSU accept the technical specifications allowed in PIMS Manual?