

PIMS Incident Template (Pennsylvania)

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The Incident Template reports the primary details of a discipline incident. It reports behavior data for any incident that has an assigned state behavior code between the entered effective dates. State codes are assigned on the Behavior Event Types editor.

See the [PIMS Reporting](#) article for additional PIMS Reporting information.

Report Logic

Only behavior incidents that are marked as Submitted, In Progress or Complete report. Behavior incidents that are in Draft status do not report.

One record per submitting district code per school year date per incident ID reports.

Reports all matching students from that school for the selected calendar. Students report even if they are enrolled in a different calendar and the calendar in which they are enrolled is not selected on the extract editor. Reports all associated behavior data from an incident that happened in a selected calendar. Incident and incident related reports are not included in the report population if the calendar selected in the extract editor is not the calendar in which the incident was documented. Incidents and students involved in incidents do not report in calendars marked as Exclude (System Administration > Calendar > Calendar > Exclude).

Generate the Incident Template

1. Select **Incident Template** from the **Extract Type** from the dropdown list.
2. Enter the **Effective Date** of the extract in *mmdyy* format or use the calendar icon to select a date.
3. Enter the **Prior Reporting Date** of the extract in *mmdyy* format or use the calendar icon to select a date.
4. Select the **Format** of the extract.
5. Select the appropriate **Calendar(s)** from which to include data on the extract.
6. Click the **Generate Extract** button or the **Submit to Batch** button, if available. The extract displays in the selected format.

Incident Template Records:15

DistrictCode	SchoolYearDate	IncidentID	IncidentDate	LocationCode	LocalIncidentID	IncidentPlaceCode	IncidentTi
105256553	2013-06-30	15245	2013-05-28	4817	HS13	1	2
105256553	2013-06-30	15242	2013-05-28	4817	HS12	1	2
105256553	2013-06-30	15243	2013-05-28	4817	HS11	1	2
105256553	2013-06-30	14927	2013-04-24	4817	HS10	1	2
105256553	2013-06-30	14847	2013-04-16	4817	HS09	1	2
105256553	2013-06-30	14739	2013-04-09	4817	HS08	1	2
105256553	2013-06-30	14233	2013-02-28	4817	HS07	1	2
105256553	2013-06-30	13794	2013-01-10	4817	HS06	1	2
105256553	2013-06-30	13553	2012-12-04	2052	es24	1	2
105256553	2013-06-30	13663	2012-12-19	2052	ES8	1	2
105256553	2013-06-30	13908	2013-02-01	2052	ES13	1	2
105256553	2013-06-30	14054	2013-02-15	2052	es21	1	2
105256553	2013-06-30	14949	2013-04-25	2052	es5	1	2
105256553	2013-06-30	15149	2013-05-14	2052	es33	1	2
105256553	2013-06-30	15216	2013-05-20	2052	es34	1	2

Incident Template - HTML Format

	A	B	C	D	E	F	G	H	I
1	DistrictCode	SchoolYearDate	IncidentID	IncidentDate	LocationCode	LocalIncidentID	IncidentPlaceCode	IncidentType	IncidentStatus
2	105256553	6/30/2013	15245	5/28/2013	4817	HS13	1	2	N
3	105256553	6/30/2013	15242	5/28/2013	4817	HS12	1	2	N
4	105256553	6/30/2013	15243	5/28/2013	4817	HS11	1	2	N
5	105256553	6/30/2013	14927	4/24/2013	4817	HS10	1	2	N
6	105256553	6/30/2013	14847	4/16/2013	4817	HS09	1	2	N
7	105256553	6/30/2013	14739	4/9/2013	4817	HS08	1	2	N
8	105256553	6/30/2013	14233	2/28/2013	4817	HS07	1	2	N
9	105256553	6/30/2013	13794	1/10/2013	4817	HS06	1	2	N
10	105256553	6/30/2013	13553	12/4/2012	2052	es24	1	2	N
11	105256553	6/30/2013	13663	12/19/2012	2052	ES8	1	2	N
12	105256553	6/30/2013	13908	2/1/2013	2052	ES13	1	2	N
13	105256553	6/30/2013	14054	2/15/2013	2052	es21	1	2	N
14	105256553	6/30/2013	14949	4/25/2013	2052	es5	1	2	N
15	105256553	6/30/2013	15149	5/14/2013	2052	es33	1	2	N
16	105256553	6/30/2013	15216	5/20/2013	2052	es34	1	2	N
17									
18									
19									

Incident Template - State Format (comma delimited)

PIMS Incident Template Layout

Data Element	Description	Location
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Data Element	Description	Location
Submitting District Code	<p>State District Number indicating where the incident took place.</p> <p><i>Numeric, 9 digits</i></p>	<p>System Administration > Resources > District Information > State District Number</p> <p>District.number</p>
School Year Date	<p>Reports the end of the reporting school year date as YYYY-06-30.</p> <p><i>Date field, 10 characters (YYYY-MM-DD)</i></p>	<p>System Administration > Calendar > Calendar > Calendar > End Year Date</p> <p>Calendar.endYear</p>
Incident ID	<p>Reports the identification number assigned by the local education agency to the incident.</p> <p><i>Numeric, 30 digits</i></p>	<p>Behavior > Behavior Management > Incident Management Editor > Behavior Event</p> <p>BehaviorEvent.eventID</p>
Incident Date	<p>Reports the date the incident occurred.</p> <p><i>Date field, 10 characters (YYYY-MM-DD)</i></p>	<p>Behavior > Behavior Management > Incident Management Editor > Incident Detail Information > Date of Incident</p> <p>BehaviorIncident.timestamp</p>
Location Code of Incident	<p>Reports the state-defined 4-digit code identifying the school where the incident took place.</p> <p>This code reports from the Alt School Number field on the School editor. If that field is not populated, the State School Number field on the School editor is used.</p> <p><i>Numeric, 4 digits</i></p>	<p>System Administration > Resources > School > State School Number, Alt School Number</p> <p>School.number</p>
Local Incident ID	<p>Reports the local identification number of the incident used by the local education agency, if different than the incident ID.</p> <p><i>Numeric, 30 characters.</i></p>	<p>Behavior > Behavior Management > Event and Participant Details > Local Incident ID</p> <p>BehaviorIncident.incidentID</p>

Data Element	Description	Location
Incident Place Code	<p>Reports where the incident occurred.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Behavior > Behavior Management > Incident Management Editor > Incident Detail Information > Incident Place Code</p> <p>BehavioEvent.locationDescription</p>
Incident Time Frame Code	<p>Indicates when the incident occurred. This is required when the Incident Place Code reports 1 (On School Property/Grounds) and the Incident Time Frame field is blank. If the Incident Time Frame field is not blank, the selected Time Frame Reports.</p> <p><i>Numeric, 5 digits (HH:MM)</i></p>	<p>Behavior > Behavior Management > Incident Management Editor > Incident Detail Information > Incident Time Frame Code</p> <p>BehaviorIncident.context</p>
Incident Against Property Indicator	<p>Indicates whether the the incident was strictly property related and did not involve any victims.</p> <p>A value of Y reports when Damages is any value other than zero.</p> <p>A value of Y reports if the Event State Code is any of the following:</p> <ul style="list-style-type: none"> • 30: Burglary • 31: Arson • 32: Vandalism • 33: Criminal Trespass <p>N reports for all else.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Behavior > Behavior Management > Incident Detail Information > Damages</p> <p>BehaviorEvent.victim</p>
Fields10-23	<p>These fields are not collected.</p>	<p>N/A</p>
Unfounded Indicator	<p>Indicates the incident was determined to be unfounded.</p> <p>Reports a value of Y when the Unfounded Incident checkbox is marked on the Event Details editor. Reports a blank value when the checkbox is not marked.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Behavior > Behavior Management > Events and Participants > Event and Participation Details > Event Details > Unfounded Incident</p> <p>BehaviorEvent.unfounded</p>

Data Element	Description	Location
LLE Incident Number	<p>Reports the incident number used by the local law enforcement agency to identify the incident.</p> <p>Numeric, 20 digits</p>	<p>Behavior > Behavior Management > Events and Participants > Event and Participation Details > Event Details > LLE Incident Number</p> <p>BehaviorEvent.policeReport</p>