PIMS Incident Template (Pennsylvania)

Last Modified on 10/22/2022 10:35 am CDT

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Classic View: *PA State Reporting > PIMS Extracts > Incident Template*

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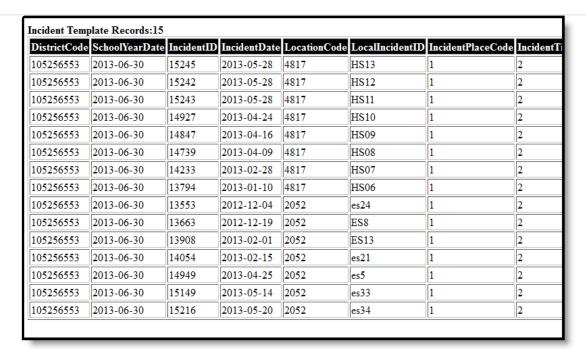
One record per submitting district code per school year date per incident ID reports.

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).
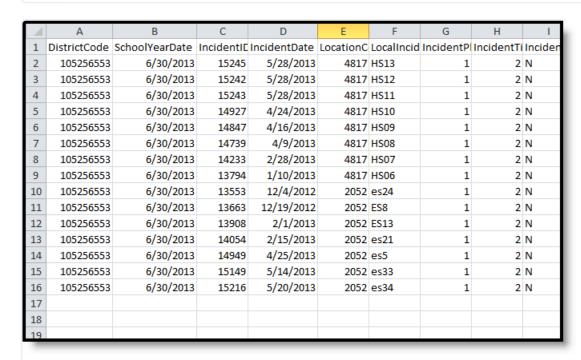
Generate the Incident Template

1. Select **Incident Template** from the **Extract Type** from the dropdown list.
2. Enter the **Effective Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
3. Enter the **Prior Reporting Date** of the extract in *mmddyy* 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 - HTML Format

Incident Template - State Format (comma delimited)

PIMS Incident Template Layout

Data Element	Description	Location

Data Element	Description	Location
Submitting District Code	State District Number indicating where the incident took place. *Numeric, 9 digits*	System Administration > Resources > District Information > State District Number District.number
School Year Date	Reports the end of the reporting school year date as YYYY-06-30. *Date field, 10 characters (YYYY-MM-DD)*	System Administration > Calendar > Calendar > Calendar > End Year Date Calendar.endYear
Incident ID	Reports the identification number assigned by the local education agency to the incident. *Numeric, 30 digits*	Behavior > Behavior Management > Incident Management Editor > Behavior Event BehaviorEvent.eventID
Incident Date	Reports the date the incident occurred. *Date field, 10 characters (YYYY-MM-DD)*	Behavior > Behavior Management > Incident Management Editor > Incident Detail Information > Date of Incident BehaviorIncident.timestamp
Location Code of Incident	Reports the state-defined 4-digit code identifying the school where the incident took place. 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. *Numeric, 4 digits*	System Administration > Resources > School > State School Number, Alt School Number School.number
Local Incident ID	Reports the local identification number of the incident used by the local education agency, if different than the incident ID. *Numeric, 30 characters.*	Behavior > Behavior Management > Event and Participant Details > Local Incident ID BehaviorIncident.incidentID

Data Element	Description	Location
Incident Place Code	Reports where the incident occurred. *Alphanumeric, 20 characters*	Behavior > Behavior Management > Incident Management Editor > Incident Detail Information > Incident Place Code BehavioEvent.locationDescription
Incident Time Frame Code	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. *Numeric, 5 digits (HH:MM)*	Behavior > Behavior Management > Incident Management Editor > Incident Detail Information > Incident Time Frame Code BehaviorIncident.context
Incident Against Property Indicator	Indicates whether the the incident was strictly property related and did not involve any victims. A value of **Y** reports when Damages is any value other than zero. A value o**f Y** reports if the Event State Code is any of the following: • 30: Burglary • 31: Arson • 32: Vandalism • 33: Criminal Trespass **N** reports for all else. *Alphanumeric, 1 character (Y or N)*	Behavior > Behavior Management > Incident Detail Information > Damages BehaviorEvent.victim
Fields10-23	These fields are not collected.	N/A
Unfounded Indicator	Indicates the incident was determined to be unfounded. 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. *Alphanumeric, 1 character*	Behavior > Behavior Management > Events and Participants > Event and Participation Details > Event Details > Unfounded Incident BehaviorEvent.unfounded

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