

PEIMS Coordinator Training

Federal and State Compliance
Wanda Thomas, Sr. Manager

Presenters:

Latonya Smith, Sr. Compliance Analyst
Veda Winfree, Sr. Compliance Analyst
Craig Zeno, Sr. Compliance Analyst

Date: October 5, 2021

Session 1: 9:30 AM

Session 2: 1:30 PM

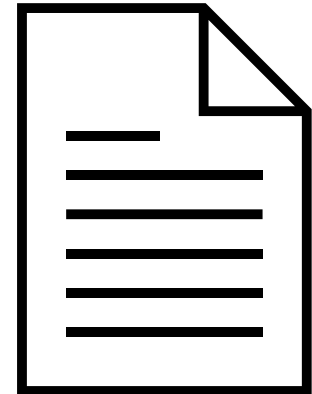


Norms

- Please mute your microphone and camera.
- Place your questions in the chat.
- Do not record these sessions.

Agenda

- Federal & State Compliance (FSC) Responsibilities
- Objectives of FSC and Campus Collaborative
- Data Integrity
- Campus Responsibilities
- Timelines and Important Dates
- Fall PEIMS Snapshot
- TOL and Virtual Academy
- PEIMS Data Verification/Membership Reconciliation
- Training and Resources
- FSC Contacts
- Questions



Federal and State Compliance (FSC)



Responsibilities:

- Ensure data quality and analysis of record accountability.
- Analyze new legislation to identify school-related compliance issues.
- Monitor and balance official Average Daily Attendance (ADA) to ensure accurate data.
- Reconcile student membership.
- Review manual and digital school records as part of the HISD Data Quality Initiative.
- Supervise correction of Public Education Information Management System (PEIMS) and Unique Identification Database (UID) data by campus personnel.

FSC and Campus Collaborative

The objectives are to ensure data quality and analysis of data record accountability by establishing guidelines for:

- 1 Monitoring campus data input
- 2 Overseeing data correction
- 3 Verifying accuracy of data

Data Integrity

TEA and District Policy



Data Integrity

PEIMS Coordinators, attendance clerks, data entry clerks, and SIR's play an essential role in HISD's efforts to ensure that all data is timely, accurate and properly documented.

In no case should paraprofessional personnel be responsible for determining students coding information for attendance, program placement or special services.

Data Integrity *(continued)*

- **Security Access**

- You must not give your passwords to others.
- You must always prevent unauthorized access from your computer when you are away from your desk.
- You must not accept the password from others.

Security Access rules apply to ALL HISD employees.

- **Consequences for inaccurate records:**

- Lowering of HISD's accountability record
- Lowering of a school's accountability rating
- Loss of funds to HISD which could impact jobs, salaries, and programs for students
- Students may be retained inappropriately
- Reprimands from the state

Campus Responsibilities



Campus Non-Instructional Data Team

Every campus **must** have an identified Non-Instructional Data Team. This team should meet at least once a month to review campus data and be responsible for supporting the 6-week data verification process.



- **Campus PEIMS Coordinator** (Assistant Principal, Dean, or Instructional Coordinator)
- Campus Master Scheduler/Student Scheduler
- Professional Registrar (Secondary only)
- Student Information Representative (SIR)
- Attendance Clerk (All)
- Lead Discipline Data Entry (All)
- Campus Behavior Coordinator
- Special Populations Contacts



Campus PEIMS Coordinator

Responsibilities:

- Attend scheduled trainings and meetings related to PEIMS program areas. Consult with the Federal State and Compliance Analyst to schedule appropriate training for campus personnel.
- Collaborate with the principal to designate campus contacts for each data type that impacts, funding, compliance, and accreditation as well as contacts who are responsible for special program content knowledge.
- Identify, document and supply data reporting timelines and procedures to all personnel affected by them.
- Keep principal informed as to the accountability and accuracy of all PEIMS data.
- Oversee the reasonableness and accuracy of data by implementing procedures at the campus to ensure the data that affects funding, compliance, or accreditation is complete and correct by identifying areas of concern and determining corrective action.
- Work cooperatively with other campus personnel to collect, organize, and format data required for submitting campus PEIMS information in a timely manner.

iDelegate/Data Responsibilities Contacts

Campuses must keep this form updated so that FSC can contact the appropriate staff regarding training, data errors, compliance reviews and TEA data reviews.

Campus PEIMS and Data Responsibilities Contact			
Please submit a REVISED copy of the Campus PEIMS Program Contact Form when changes occur during the school year.			
Campus Name:	<input type="text"/>	Principal:	<input type="text"/>
School Phone:	<input type="text"/>	School Fax:	<input type="text"/>
		SSO:	<input type="text"/>
Program	Certified Professional's HISD User Name	Data Entry Clerk's HISD User Name	
At-Risk			
Attendance			
Bilingual / ESL / LEP			
Career & Technology Education (Sec)			
Dyslexia			
Economically Disadvantaged (Free and Reduced Lunch)			
Enrollment			
Extended School Year Services (ESY) Summer School			

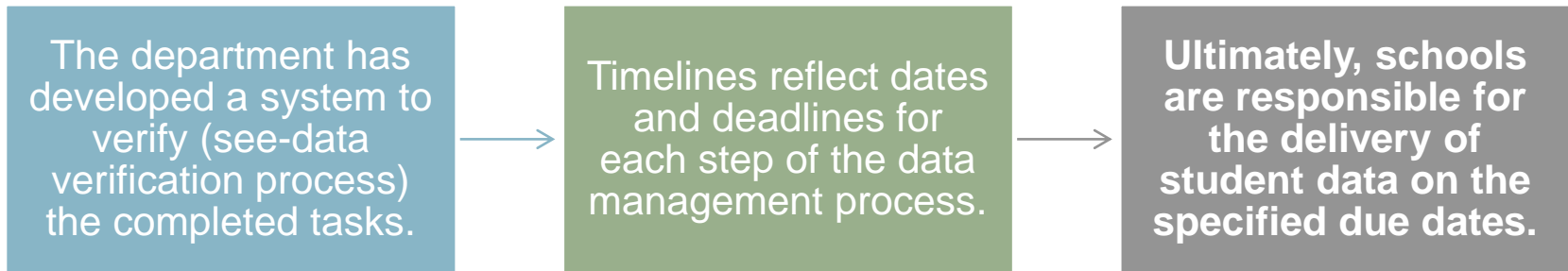
Clerical staff should not be designated where Certified Professionals are required.

Timelines and Important Dates



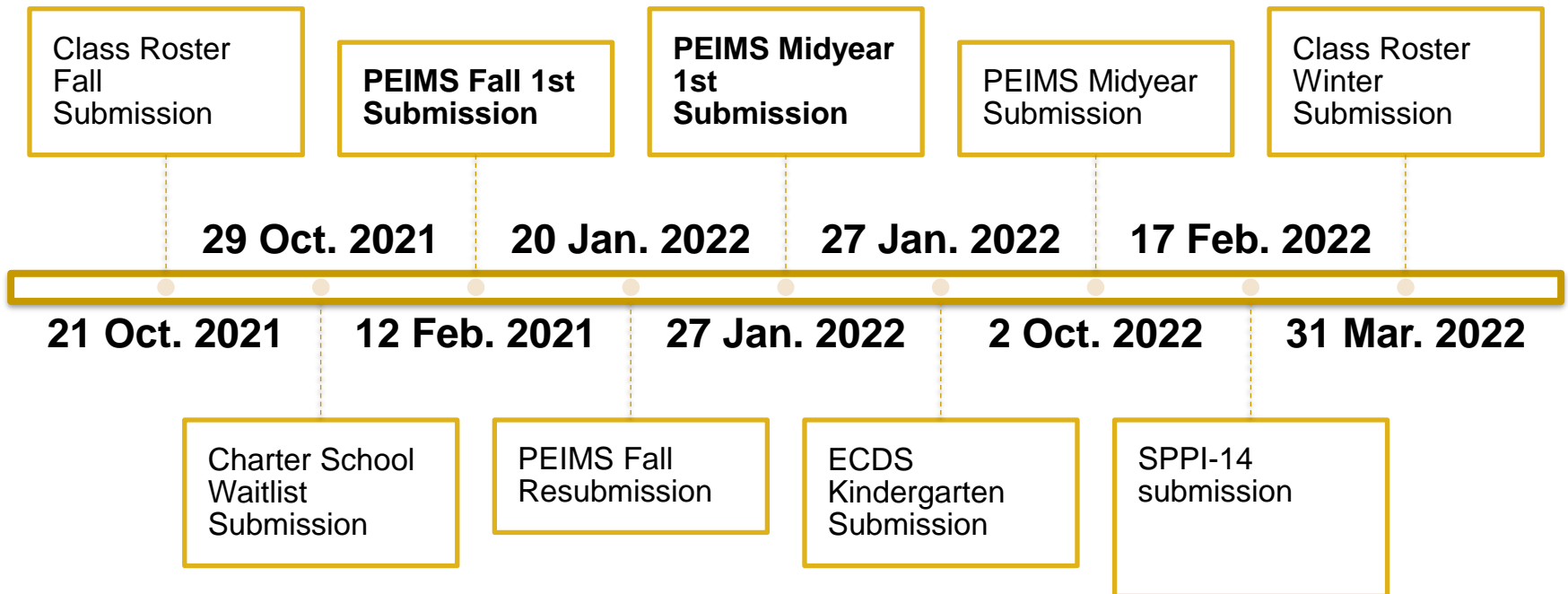
Timelines

FSC Department has established timelines for all data related to student information and will disseminate these timelines to the schools at the beginning of the school year.

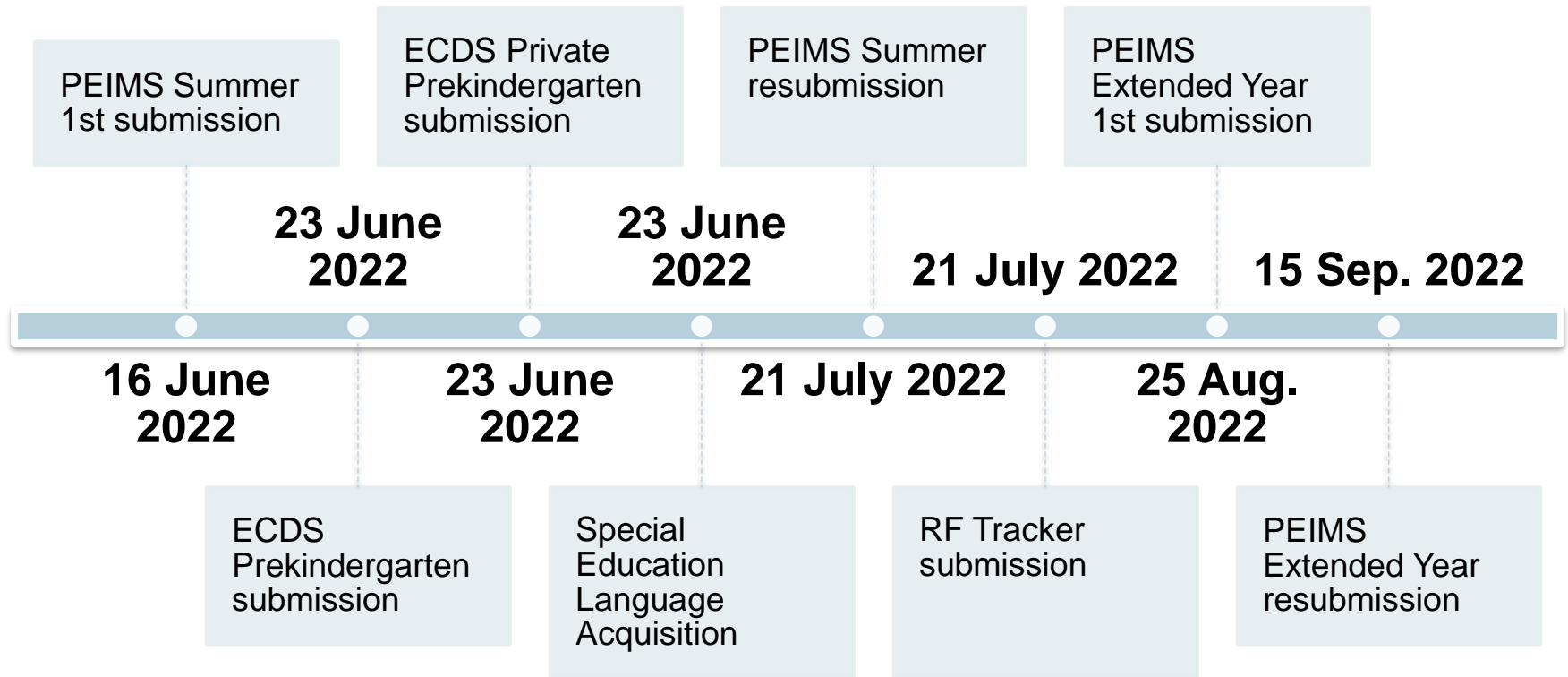


TSDS Collection Due Dates

As a reminder, FSC sets the campus entry data entry deadlines a few weeks prior to the actual TEA deadlines. Campuses must adhere to the deadlines set by FSC to ensure that all data are captured for the submission.



TSDS Collection Due Dates (Continued)



Important Dates

- **September 24, 2021 – School Start Window**
 - The "**School Start Window**" is from the first day of school through the last Friday of September. It has been designated by TEA as the timeframe that districts can account for all students in grades 7-12 who attended a Houston ISD last school year and may or may not have returned this school year.
 - **Students who did not leave the Texas Education System and did not enroll in another Texas Public School District must be reported as dropouts if they are not located and enrolled before the last day of the "School Start Window".**
 - **Close of School Start Window** (*Always last Friday in September*) *Involves student leavers*
- **October 29, 2021 – Fall PEIMS Snapshot**
PEIMS Snapshot (*Always last Friday in October*)
No relation to student leavers.
- **November 9, 2021 – Fall PEIMS First Submission Campus Data Entry Deadline.**
- **December 2, 2021 – Fall PEIMS First Resubmission Campus Data Entry Deadline.**

Cycle 1 Report Card Dates

- **October 4-6, 2021** – Teacher Timeframe
- **October 6, 2021** – Teacher Verification
- **October 7, 2021** – Store Grades
- **October 8, 2021** – Report Cards distributed to parents
- **October 8, 2021** – Reports Cards due to Federal and State Compliance

Refer to the Report Card/Progress Report matrix for complete listing of dates.

Grading Reports

Run the following reports **BEFORE** permanently storing grades.

1. Student Non-Schedule Period report (Secondary)
2. Student Not Enrolled in a Course report (Elementary)
3. Students Multiple Enrollments
4. Gradebook Missing Grades
5. Gradebook Update Status
6. Gradebook Section Readiness

Note: Teachers will submit the signed Teacher Scoresheet report to the Grading Coordinator.

Run the following reports **AFTER** permanently storing grades.

1. Stored Missing Grades
2. Stored Grades Search
3. Multiple Grades
4. Gradebook Out of Sync Grades
5. Gradebook Manual Override Grades

Fall PEIMS Snapshot



Fall PEIMS Snapshot

Snapshot Date is October 29, 2021

The submission of the **Texas Student Data System Public Education Information Management System (TSDS PEIMS)** is required of all Texas school districts. Data from the student information system (HISD Connect) and from SAP are extracted to be sent to the **Texas Education Agency (TEA)**.

Link to Academic Services Memo:

<https://houstonisd.sharepoint.com/sites/myHISD/ASM/SitePages/TSDS-Fall-PEIMS-Snapshot-and-Important-Dates---2021-2022.aspx>

Fall PEIMS Snapshot – Types of Data Captured

- At-risk,
- Bilingual/ESL/LEP,
- Dyslexia,
- ECHS Indicator,
- Early Reading Indicator,
- Economic Disadvantage,
- Enrollment/Membership (ADA Eligibility Codes),
- Foundation High School Program (FHSP),
- Foster Care,
- Gifted & Talented,
- Graduates/Leavers/Dropouts for prior year,
- Home Language,
- Homeless/Unaccompanied Youth,
- Migrant Program,
- Military Connected,
- Pre-Kindergarten Program,
- Refugee,
- Unschooled Asylees,
- Special Education,
- Staff Records,
- Student Census Block,
- Student Demographics,
- Student Language,
- T-STEM Indicator,
- Teacher Monthly Minutes and Title I

For a complete list of data elements visit:

<https://tealprod.tea.state.tx.us/TWEDS/92/439/741/0/DataComponents/DataElements/ListByCategory/584>

Snapshot – Verification Reports

Campuses need to ensure that all program coding is complete. To check your student data please run the following reports:

- **PEIMS Error Check**
- **Students Not Enrolled Courses/Periods**
- **Student Program Indicator**
- **ADA enrollment Count**
- **Potential Drop-out**
- **Student PEIMS Graduate Verification**
- **Student PEIMS Leaver Verification**
- **Class ID/Unique Section Code Verification**
- **Enrollment/Withdrawal Verification**
- **OnDataSuite reports** (As they become available) FSC will notify you which reports to run.

Temporary Online Learning Virtual Academy

New for 2021-2022



Temporary Online Learning (TOL)



HISD
@H.O.M.E.
HOME-BASED ONGOING
MOBILE EDUCATION



WHO QUALIFIES?

Students who are unable to attend school because of a temporary medical condition are eligible for a maximum of 20 days of Temporary Online Learning during the 2021-2022 school year.

To qualify, **ONE** of the following conditions must be met:

- ▶ Student's temporary medical condition is documented by a licensed U.S. physician. Documentation must include a physician's statement directing the student to remain at home or in a hospital.
- ▶ Student has a positive COVID-19 test result or is displaying symptoms of a recognized communicable disease.
- ▶ Student has been identified as having been in close contact with an individual with a confirmed or presumed positive case of COVID-19.

Website: <https://www.houstonisd.org/Page/190289>

TOL Waiver Letter

The TOL Waiver letter must be submitted for students who have met or exceeded the 20-day instructional threshold for remote conference learning. Parent must provide documentation from a doctor for an extension of remote conference learning and the campus must submit the waiver application form.

A link to the form is provided below.

<https://forms.office.com/r/7Zm5A13UZS>

Campus staff must communicate with parent on transitioning student back to face-to-face instruction if a waiver for extension is not filed or if it is not approved.

HISD 2021-2022 BACK TO SCHOOL PLAN
READY SET GO 

Temporary Online Learning (TOL)

To learn more about **Temporary Online Learning**, visit <https://www.houstonisd.org/HOME>.

Technical Issues?

Send an email to the Service Desk, servicedesk@houstonisd.org.

HISD Virtual Academy

For a student to be eligible to participate in the HISD Virtual Academy option, they must meet the two following requirements.

1. Be aged 11 or under on August 23rd, 2021 AND:
2. Be medically diagnosed with at least one of the following conditions designated by the Centers For Disease Control and Prevention as a high-risk if exposed to the COVID-19 Virus:
 1. Asthma
 2. Chronic lung disease
 3. Compromised immune systems (including from smoking, cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or use of corticosteroids or other immune weakening medications)
 4. Diabetes
 5. Serious heart disease (including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and hypertension)
 6. Chronic kidney disease undergoing dialysis
 7. Liver disease
 8. Severe obesity



Website:

<https://www.houstonisd.org/Page/190589>

HISD Pearson Virtual Academy Withdrawal Form

- **Pearson Virtual Academy Site coordinators should log in daily to monitor.**
- **Withdrawal Form,**
<https://forms.office.com/Pages/ResponsePage.aspx?id=Zpnr9TaTM0ullZmCQlsT7X9vHhq-p4tNgTKhGcw3-PFURtQzREwzTIRYRIk3MzAzTkdJME5GMzZLRyQIQCN0PWcu>
- **Eligibility and Student Requirements,**
<https://www.houstonisd.org/Page/190589>
- **Frequently Asked Questions,**
<https://www.houstonisd.org/Page/190933>
- **Virtual Academy (Español),**
<https://www.houstonisd.org/Page/190525>

PEIMS Data Verification and Membership Reconciliation



Six Weeks Data Verification

Campuses and Departments will be required to reconcile their data at the close of each six weeks cycle:



- At the end of each 6-weeks cycle, campuses will be given a 10-day window to correct or enter any data elements.
- Campus PEIMS Coordinators will work with their non-instructional data team to ensure the reconciliation process is complete.
- Campus Principal /Designee will sign-off on Campus Summary Report.

Six Weeks Data Verification

Campus Summary Reports must be generated each 6-week reporting period and reviewed by the Principal or designee for reasonableness.

The Campus PEIMS Coordinator/ Principal or Designee should do the following:

- Scrutinize regular attendance totals and special program attendance totals based on approximate membership,
- Investigate all data totals that have exceptionally high value or a value of zero, and
- Compare current-year totals to prior-year totals to detect unreasonable differences.

Data Verification Timelines

Cycle	Cycle Dates	Data Reconciliation Period	Campus Summary Report	Campus Summary/Signature & Acknowledgment Due to FSC
1	Aug. 23-Oct. 1, 2021	Oct. 18- Oct. 29, 2021	Nov.1, 2021	Nov. 5, 2021
2	Oct. 5-Nov. 12, 2021	Nov. 15-Dec. 3, 2021	Dec. 6, 2021	Dec. 10, 2021
3	Nov. 15-Jan. 14, 2022	Jan. 18-31, 2022	Feb. 1, 2022	Feb. 7, 2022
4	Jan. 19-Feb. 25, 2022	Feb. 28-Mar. 11, 2022	Mar. 21, 2022	Mar. 25, 2022
5	Feb. 28-April 22, 2022	Apr. 25-May 6, 2022	May 9, 2022	May 13, 2022
6	April 25-June 7, 2022	June 7 – June 21, 2022	Jun. 27, 2022	July 1, 2022

Acknowledgment Form

The campus principal and PEIMS coordinator must complete the Acknowledgment Form via the link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=Zpnr9TaTM0uIIzmCQIsT7R0Dz7t6D1pBtlchre aQ7kBUNDJNVVdVWUY0OUNCMk1IODITVkFKTERBMy4u>

Membership Reconciliation

The Texas Education Agency requires all districts to perform a reconciliation of teacher rosters to the student attendance accounting system. The district has chosen to perform this task on the specified dates to ensure accurate data is maintained in the Student Information System.

Student membership from the teacher's roster is to be reconciled to the attendance accounting records in the Student Information System. This reconciliation is to verify that all students are reported on attendance records and that "No-Show" students have been purged from the student accounting system.

Houston I.S.D. has assigned the dates below in which this process will take place.

Reconcile Date	Membership Form Due Date
September 29, 2021	October 11, 2021
November 03, 2021	November 12, 2021
January 05, 2022	January 14, 2022
February 16, 2022	February 21, 2022
April 13, 2022	April 22, 2022
May 18, 2022	May 27, 2022

PEIMS Coordinator Approval Form

The form below and the supporting documentation for Cycle 1 is due to FSC on **October 11, 2021**. See the Membership Reconciliation document for additional details.

Campus Membership Reconciliation PEIMS Coordinator Approval

Is membership balanced for Wednesday, September 29, 2021? Yes/No

Below enter the total membership/enrollment count from **Power School SIS**.

PE	PK	KN	01	02	03	04	05	06	07	08	09	10	11	12	SIS Total
															0

Below enter the total membership count from the HISD Class Enrollment Verification (**Class Rosters**).

PE	PK	KN	01	02	03	04	05	06	07	08	09	10	11	12	Class Roster TOTAL
															0

PEIMS Coordinator Print Name

PEIMS Coordinator Signature

Date

FSC Training and Resources



FSC Training

Campus PEIMS Coordinators and/or principal designees must attend the following Federal and State Compliance training each year. Check **OneSource** or the FSC Training Schedule for upcoming sessions.

- **At-Risk Training**
- **Attendance Open Lab**
- **PEIMS Coordinator Training (Monthly)**
- **PEIMS (Fall and Summer) – All schools**
- **PEIMS Leaver**
- **PEIMS Discipline – All schools**
 - November 17, 2021
- **Attendance Overview – All schools**
- **HISD School Guidelines – All schools**
- **OnDataSuite – All schools**

Link to [2021-2022 Training Schedule](#)

HISD Resources

- **Federal and State Compliance**
 - <https://www.houstonisd.org/Page/58634>
- **HISD SCHOOL GUIDELINES**
 - <https://houstonisd.sharepoint.com/teams/aca/SG>
- **Technology Department**
 - **HISD Solution Center**, <https://houstonisd.sharepoint.com/SolutionCenter/SitePages/HISD-Solution-Center.aspx>
 - **Forms**, <https://houstonisd.sharepoint.com/sites/DEPTS/InfoTech/SitePages/ITForms.aspx>
 - **SIS On-Line Support for PowerSchool** (HISD Employee Portal)
 - **Project SIS News Line** (via email)
- **Student Discipline Department**, <https://www.houstonisd.org/Domain/15184>
 - Education Code Chapter 37. Discipline; Law and Order
 - HISD Code of Student Conduct
 - DAEP/JJAEP Forms

HISD Connect Attendance Reports

- **PowerTeacher Attendance Report** – Run the PowerTeacher Attendance report to verify that all teachers have taken attendance for one, some, or all periods.
- **Absentee Report** – Use the Absentee Report to generate single-day, period-by-period attendance information. This report lists students who match the attendance code(s) you specify.
- **Class Attendance Audit** - Use this report to review attendance records for individual teachers. The report looks like a traditional attendance sheet.
- **Student Attendance Audit** - Use this report to review attendance records for individual students.
- **ADA/ADM by Student** - Use this report to review attendance records for students enrolled during the date range you specify. This report shows the number of days a student is absent or present, even if the school uses meeting attendance only.
- **ADA/ADM by Date** - Use this report to compare the number of students enrolled (membership) with the number of students who attended school on a certain day. Use it to check if the school gained or lost students during a certain time. The total number should match the values shown in the ADA/ADM by Student report.

TEA Resources

- **TEA Student Attendance Accounting Handbook (SAAH)**
<https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook>
- **Texas Student Data System (TSDS)**
<http://www.texasstudentdatasystem.org/TSDS/About/>
- **TSDS Web-Enabled Data Standards (TWEDS),**
<https://tealprod.tea.state.tx.us/TWEDS/90/0/0/0/DataSubmission/TechnicalResources>

FSC Contacts



Compliance Monitoring Team

The Compliance Monitoring Team reviews manual discipline and leaver data, collaborates with special populations departments to ensure data integrity, conducts training, and assists the State Reporting Team by overseeing the campus data correction process. In addition, they manage four Sr. Student Information Representatives.

Email	Sr. Compliance Analyst	Sr. Student Information Rep.
lsmith3@houstonisd.org	Latonya Smith	Nina Grant Marina Tejada Dachundralyn Palmer Vacancy
vwinfree@houstonisd.org	Veda Winfree	Rachel Betancourt Felicia Freeman Rose Fuentes Norma Salgado
craig.zeno@houstonisd.org	Craig Zeno	Berta Garcia Sylvia Guerrero Lisa Shannon Valencia Semien

Sr. Student Information Representatives

This team monitors official ADA attendance, reviews ADA and OFSDP attendance by 6-week period to ensure the data is accurate, maintains attendance accounting records, reconciles student membership and absences, and monitors campus PEIMS data to ensure compliance with TEA requirements.

Email	Sr. SIR		Email	Sr. SIR
rbetanc2@houstonisd.org	Rachel Betancourt		Sylvia.Guerrero@houstonisd.org	Sylvia Guerrero
rfuentes@houstonisd.org	Rose Fuentes		Ishanno1@houstonisd.org	Lisa Shannon
ngrant2@houstonisd.org	Nina Grant		vsemien@houstonisd.org	Valencia Semien
ffreeman@houstonisd.org	Felicia Freeman		Nsalgad1@houstonisd.org	Norma Salgado
mtejada@houstonisd.org	Marina Tejada		dpalmer4@houstonisd.org	Dachundralyn Palmer
bgarcia3@houstonisd.org	Berta Garcia		Vacancy	Vacancy

State Reporting Team

This team works with the Sr. Compliance Analysts and Sr. Student Information Representatives to ensure that TSDS PEIMS data is accurate and that all data requests are fulfilled in an accurate and timely manner.

Name	Phone	Email
Sr. Manager of State Reporting - Vacant	TBD	TBD
Irma Hasnain, Sr. Compliance Analyst	713-556-6759	ihasnain@houstonisd.org
Nancy Cintron, Sr. Compliance Analyst	713-556-6767	ncintron@houstonisd.org
Vacancy, Sr. Compliance Analyst	713-556-6760	
Arian Sadri, Student Info and Report Analyst	713-556-6753	Arian.Sadri@houstonisd.org
Rose Gamboa, Sr. Student Information Representative	713-556-6753	rgamboa@houstonisd.org

Find your FSC Contacts

1. Visit the **Federal and State Compliance website**, <https://www.houstonisd.org/Page/58634>.
2. Click **Who is my FSC Contact?**
3. Select your campus name from the drop-down menu.
4. Click **Submit** to identify the Sr. Compliance Analyst and Sr. SIR assigned to your campus.



SUPPORT FOR SCHOOLS

Select your campus name from the drop-down menu, and click Submit to find the staff assigned to support your school.

School Name

Submit

Questions?

Date: October 5, 2021

Presenters:

Latonya Smith, Sr. Compliance Analyst

Veda Winfree, Sr. Compliance Analyst

Craig Zeno, Sr. Compliance Analyst

