

Data Quality Curriculum (DQC) ENTRY LEVEL PIMS ADMINISTRATOR TRACK SYLLABUS

COURSE INFORMATION

Course Description: This track has been created especially for Entry Level PIMS Administrators to gain an understanding of the basic skills needed to submit high quality data to PIMS.

Course Objectives: The objective of the DQC Entry Level PIMS Administrator Track is to provide both a better understanding of the PIMS process and an opportunity for PIMS Administrators to become better skilled.

Upon completion of this course, participants will have a better understanding of:

- Uploading data into PIMS
- Resolving errors
- Coordinating with data personnel
- Reporting to school administration
- Analyzing reports
- Gathering requirements
- Checking for accuracy

Course Requirements: Participants in the Entry Level PIMS Administrator Track will need the following to successfully meet all course requirements:

- Internet access
- Access a Moodle account
- Complete all assigned online coursework on time and receive a 90% or greater average.

Course Structure: This course will be delivered through Moodle, an online learning platform (www.padqc.org/learn). Once on the DQC Moodle site, participants will access the online exercises, course materials, and resources. Exercises will consist of quizzes, assignments, and discussion forums.

Moodle Access:

To access the DQC Entry Level PIMS Administrator Track on Moodle, participants will need access to the Internet and a supported Web browser such as Firefox, Google Chrome, or Safari.

Moodle login information will be provided for access to the course through the DQC registration form that can be found on the <https://www.padqc.org/learn> homepage.

Technical Support:

If you need technical assistance at any time during the course or to report a problem with Moodle, you can:

- Contact a member of the DQC team. Refer to your welcome email for information.

General Information:

Tracking Progress: Participants can review their progress throughout the track by locating the Assignments block in Moodle and clicking the quiz and assignment link. To review a combined list of completed assignments and quizzes, locate the Grades option under Settings.

- The Entry Level PIMS Administrator Track consists of online exercises, including forum discussions, a simulation review, assignments, and quizzes.
- Assignments are to be submitted online as a Word Document or online text.
- Forums allow participants to reply and view others' posts. Always post respectfully.

Grading: Quiz questions will be graded automatically through Moodle. Assignments and open-ended questions will be assessed by an instructor and manually entered into the course.

Contact Information:

Please contact RA-DDQDataCollection@pa.gov with questions or for more information about DQC.

COURSE OUTLINE

<i>DQC Entry Level PIMS Administrator Track</i>	
<i>Exercise</i>	<i>Quizzes and Assignments</i> <i>All Resources and Assignment documents are available on Moodle.</i>
<i>1: Key Concepts Exercise</i>	<ul style="list-style-type: none"> • Acronym Matching Quiz • Part 1 and Part 2 Term Matching Quizzes
<i>Introduction to PAsecureID</i>	<ul style="list-style-type: none"> • PAsecureID Quiz
<i>3: Introduction to the PIMS Manual</i>	<ul style="list-style-type: none"> • Introduction to the PIMS Manual Vol 1 Quiz • Introduction to the PIMS Manual Vol 2 Quiz
<i>4: Scavenger Hunt Exercise</i>	<ul style="list-style-type: none"> • Part 1, Part 2, and Part 3 Scavenger Hunt Quizzes
<i>5: Data Audit PIMS Checklist Exercise</i>	<ul style="list-style-type: none"> • Data Audit PIMS Checklist Assignment <p>Resource: Data Audit PIMS Checklist Example</p>
<i>6: PIMS Data Errors Exercise</i>	<ul style="list-style-type: none"> • PIMS Data Errors Quiz
<i>7: Data Quality Reports Exercise</i>	<ul style="list-style-type: none"> • Data Quality Reports Quiz • PIMS Reports Matching Quiz <p>Resource: PIMSReportsV2 Guide</p>
<i>8: Residency and Enrollment Exercise</i>	<ul style="list-style-type: none"> • Residency and Enrollment Quiz
<i>9: Data Set Calendar Exercise</i>	<ul style="list-style-type: none"> • Data Calendar Quiz
<i>10: Entry Level PIMS Administrator Discussion Exercise</i>	<ul style="list-style-type: none"> • Entry Level PIMS Discussion Assignment <p>Resource: Entry Level PIMS Discussion Document</p>
<i>11: FERPA and HIPAA Exercise</i>	<ul style="list-style-type: none"> • FERPA and HIPAA Quiz
<i>12: NCES Building A Culture of Quality Data Exercise</i>	<ul style="list-style-type: none"> • NCES Forum Guide to Building a Culture of Quality Data Quiz
<i>13: Final Exam</i>	<ul style="list-style-type: none"> • Final Exam: Entry Level PIMS Administrator
<i>14: DQC Certificate of Completion</i>	<ul style="list-style-type: none"> • DQC Entry Level PIMS Administrator Track Certificate