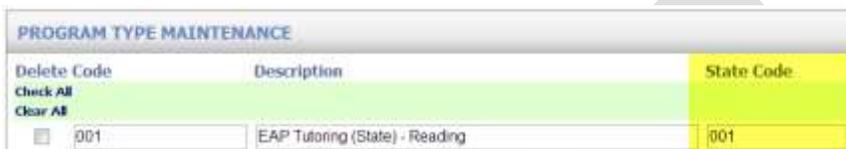# PIMS - Programs

This guide describes how to enter and configure programs to be reported on the Programs Fact extract. The guide assumes prior knowledge of basic iPass navigation and configuration.

*Note – The configuration below is not needed for Title I (015, 016, 017, 018), or Full Day Kindergarten (021) as these programs will be automatically reported from a student's Title I Status and/or grade level.*

**Configure Code Tables**:

1. From the ⊞🗀 **Programs** folder, click on the 🔘 **Manage Programs** link.

2. Click the **Program Types** tab to configure the state Programs Codes to be offered (corresponding to Programs Fact field 5 Programs Code).
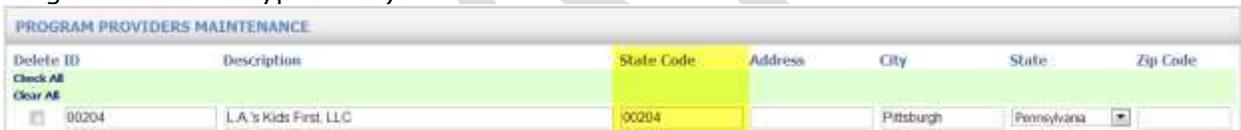


   *Tip – the State Codes entered here should correspond to the valid codes found in Appendix F – Programs Codes of the PIMS Manual Vol. 2.*
   *Tip – these codes will be used later when creating your school level programs.*

3. Click the **Program Providers** tab to configure any Program Providers that will need to be reported for SES Tutoring (Federal) (corresponding to Programs Fact field 23 Program Provider Type Code).
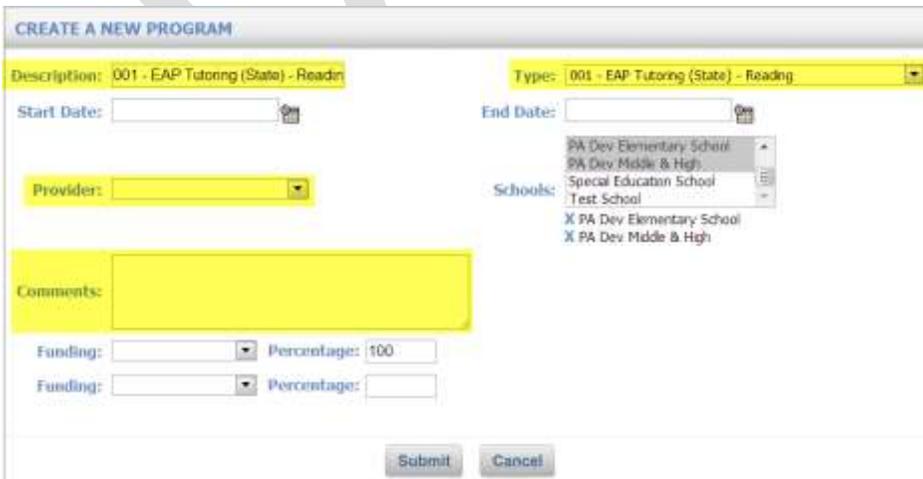


   *Tip – the State Codes entered here should correspond to the valid codes found in Appendix AC – Programs Provider Type Codes of the PIMS Manual Vol. 2.*
   *Tip – these codes will be used later when creating your school level programs.*

**Create Programs**:

4. Click the **Manage Programs** tab, then click the **+ Add** button to create a program.

a. Enter a description for the program.

b. Make sure to select a Program Type (see item 2 above), as this will indicate which Programs Code (field 5) will be reported.

c. Optionally, enter a start and/or end date for the program offering.

d. Select the schools where the program is offered.

e. If this program is an SES Tutoring (Federal) type program, enter a Provider (see item 3 above), as this is required for PIMS reporting of these programs (field 23).

f. If this program is an "Other Tutoring" (Program Type State Codes 003 and/or 004), enter a Program Comment, as this is required for PIMS reporting of these programs (field 16).

g. Optionally, enter a Funding source, if configured, and percentage.
*Tip – this is NOT a PIMS reportable field, and, if entered, is for local tracking of data ONLY.*

## Add Students to Programs:

5. Navigate to Programs > Manage Programs and click the **Students** link next to the program to which students are to be added.



a. Enter a student ID under the Add Students section of the page, or click the 🔍 to search for your student.
b. Enter the Start and/or End date as required. These fields correspond to the Beginning Date (field 6) and Ending Date (field 6) on the Programs Fact template.
c. Enter a program Duration. This field will be reported as the Program Intensity (field 9) on the Programs Fact template.
*Tip – if you enter minutes, the extract will report the number entered here. If you enter hours, days or weeks, the extract will convert the entered data to minutes as follows: 60 minutes per hour, 8 hours per day, 5 days per week).*
d. Participation Reason, Instructional Setting, and Services are not PIMS reportable fields, and may optionally be entered for local tracking of data.

## Mass Add Students to Programs:

6. Navigate to Programs > Mass Update Programs.
   a. Select program to which students will be mass added.
   b. Enter student search criteria to search for students to be added, and click Search.
   c. Enter program participation information under "APPLY TO ALL STUDENTS SELECTED" section of the page.
   d. Select the students to be added from the list of students returned from the search.
   e. Click Submit.