

# PIMS Incident Victim Template (Pennsylvania)

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Tool Search: PIMS Extracts

The Incident Victim Template reports behavior victim data for any incident defined with a state behavior code falling between the effective date range entered on the extract editor. All victim types are included - students, staff, etc.

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. Incidents with a Role of Victim and a State Event of 17: Fighting are not reported.

This template reports all matching students from that school for the selected calendar. Students report even when they are enrolled in a different calendar and the calendar in which they are enrolled is not selected on the extract editor. All associated behavior data from an incident that happened in a selected calendar report. Incident and incident related reports are not included in the report population when 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).

Student enrollments marked as [State Exclude](#) do not report.

A student is not included in the report when the Behavior Role is Victim and the State Event Code is 17: Fighting.

## Generate the Incident Victim Template

1. Select **Incident Victim Template** from the **Extract Type** from the dropdown list.
2. Enter the **Start Date** of the extract in *mmdyy* format or use the calendar icon to select a date.
3. Enter the **Effective Date** of the extract in *mmdyy* format or use the calendar icon to select a date.
4. Select the **Format** of the extract.
5. If desired, select an **Ad hoc Filter** to return only those students included in that filter.
6. Select the appropriate **Calendar(s)** from which to include data on the extract.
7. Click the **Generate Extract** button or the **Submit to Batch** button, if available. The extract displays in the selected format.

	A	B	C	D	E	F	G	H	I	J
1	DistrictCode	IncidentID	OffenderID	DisciplinaryActionCode	SchoolYearDate	Field6	Field7	OriginalDisciplinaryActionDuration	Field9	ReceivedServices
2	105252602	123456	1111111111	S2	6/30/2010					N
3	105252602	234561	2222222222	S4	6/30/2010					N
4	105252602	345612	3333333333	S4	6/30/2010					N
5	105252602	456123	4444444444	R9	6/30/2010					N
6	105252602	561234	5555555555	S4	6/30/2010					N
7	105252602	612345	6666666666	R9	6/30/2010					N

Incident Victim Template - State Format (Comma Delimited)

Incident Offender Disciplinary Action Template Records:10764										
DistrictCode	IncidentID	OffenderID	DisciplinaryActionCode	SchoolYearDate	Field6	Field7	OriginalDisciplinaryActionDuration	Field9	ReceivedServices	
105252602	123456	1111111111	S2	2010-06-30					N	
105252602	234561	2222222222	S4	2010-06-30					N	
105252602	345612	3333333333	S4	2010-06-30					N	
105252602	456123	4444444444	R9	2010-06-30					N	
105252602	561234	5555555555	S4	2010-06-30					N	
105252602	612345	6666666666	R9	2010-06-30					N	

Incident Victim Template - HTML Format

## Report Layout

Element	Description	Location
<b>Submitting District Code</b>	The unique 9-digit Administrative Unit Number assigned by the Pennsylvania Department of Education to the place at which the incident occurred.  <i>Alphanumeric, 20 characters</i>	System Administration > Resources > District Information > State District Number  District.number
<b>Incident ID</b>	The unique number assigned to the behavior incident.  <i>Alphanumeric, 30 characters</i>	Student Information > General > Behavior > Behavior Event > Event ID  BehaviorEvent.eventID
<b>Victim ID</b>	An identifier for the victim involved in an incident.  <i>Alphanumeric, 20 characters</i>	Census > People > Person Identifiers > State ID  Identity.personID

Element	Description	Location
<b>School Year Date</b>	<p>A single date indicating the whole school year.</p> <p><i>Date Field, 10 characters, YYYY-MM-DD</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Calendar &gt; End Date</p> <p>Calendar.endDate</p>
<b>Victim Type</b>	<p>The code used to describe the participant's role as the victim in the behavior event.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>• 1 - Student</li> <li>• 2 - Student with IEP</li> <li>• 3 - Student from another school</li> <li>• 4 - Parent</li> <li>• 5 - Adult visitor/intruder</li> <li>• 6 - District employee</li> <li>• 7 - Other or unknown</li> <li>• 8 - School/school facility - Victim Only</li> </ul> <p><i>Numeric, 2 digits</i></p>	<p>Behavior &gt; Behavior Management &gt; Events and Participants &gt; Participant Details &gt; Relationship to School</p> <p>BehaviorRole.relationshipToSchool</p>
<b>Age at Time of Incident</b>	<p>The victim's age at the time of the incident.</p> <p><i>Numeric, 3 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Birth Date</p> <p>Identity.birthDate</p>

Element	Description	Location
<b>Grade Level Code at Time of Incident</b>	<p>The grade in which the person is enrolled at the time of the incident.</p> <p>The state grade level of the student reports when the student is enrolled in another school.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Grade</p> <p>Enrollment.grade</p>
<b>Student Assistance PGM Referral</b>	<p>Indicates the victim was referred to the Student Assistance Program.</p> <ul style="list-style-type: none"> <li>• Reports a value of <b>Y</b>, when Student Assistance Program field is marked or when there is a state resolution code of R3: Student Assistance Referral, associated with the victim.</li> <li>• Otherwise, reports a value of <b>N</b>.</li> </ul> <p><i>Alphanumeric, 1 character</i></p>	<p>Behavior &gt; Behavior Management &gt; New Incident &gt; Add Participant &gt; Participant Details &gt; Student Assistance Program</p> <p>CustomBehaviorResolution.studentAssistanceProgram</p>

Element	Description	Location
<b>Injury Severity Code</b>	<p>Identifies whether the victim sustained a physical injury.</p> <ul style="list-style-type: none"> <li>• Reports a value of 1 when the Injury is Null or 1: No Injury.</li> <li>• Reports a value of 3 when the Injury is 2: Minor Injury or 3: Major Injury.</li> <li>• Reports a value of 4 when the Injury is 4: Serious Bodily Injury.</li> <li>• Reports a value of 5 when the Injury is 5: Resulting in Death.</li> </ul> <p><i>Numeric, 1 digit</i></p>	<p>Behavior &gt; Behavior Management &gt; New Incident &gt; Add Participant &gt; Participant Details &gt; Injury</p> <p>BehaviorDetail.injury</p>
<b>Medical Treatment Required Indicator</b>	<p>Indicates whether medical treatment is required due to the sustained injury during the incident.</p> <p>Reports a value of Y when marked. Otherwise, reports a value of N.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Behavior &gt; Behavior Management &gt; New Incident &gt; Add Participant &gt; Participant Details &gt; Medical Service Provided</p> <p>BehaviorDetail.medicalServicesProvided</p>
<b>Filler 1</b>	<p>This field reports blank.</p>	<p>N/A</p>

Element	Description	Location
<b>Incident Victim Comment</b>	<p>The comment(s) regarding the medical treatment of the victim.</p> <p>Reports <i>Victim received medical treatment</i> when field 10, Medical Treatment Required Indicator reports Y and the Participant Details field is blank. When not blank, reports from the Participant Details field.</p> <p><i>Alphanumeric, 500 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; New Incident &gt; Add Participant &gt; Participant Details &gt; Injury Detail</p> <p>BehaviorDetail.injuryDescription</p>