samegoal

Act 16 Support

New Support for Expenditure Reporting
October 2, 2026

ACT 16 requires school districts to report expenditures for students with disabilities through PIMS annually. In order to better support this process, we recently added several tools in SameGoal:

- Student Fact Template form
- Student Fact Template data loader
- PIMS Act 16 report

Student Fact Template form

A new **Student Fact Template - Act 16** form has been created as a standalone form. This is kept separate from the IEP because it's typically completed by an administrator the year following when the IEP was completed.

Steps *To fill out the Student Fact Template:*

1. Create a **Student Fact Template - Act 16** document.
2. Enter the relevant date(s).
3. Provide the educational expenditure cost range category.
4. Mark the document complete.

Tip With the addition of new forms, administrative users will need to update user role permissions in order for them to be accessible to non-admin users. If you are creating a user role for staff involved in funding reporting, you may choose to give default "Can View" access to IEPs and maximum "Owner" access to Student Fact Templates.

Student Fact Template data loader

If your district already has funding information documented somewhere but would like the information in SameGoal, administrative users can bulk load this data into SameGoal using the data loader.

Steps *To bulk load funding information:*

1. While logged in to SameGoal as an administrative user, navigate to **Settings** > **Data Loader**.
2. Select **Other: Student Fact Template - Act 16** as the **Import Type**.
3. Download the Template.
    - You can open the CSV in a spreadsheet (such as Excel or Google Sheets), populate the spreadsheet based on the allowable fields specified on the Data Loader page. Then save the file as a CSV, and use that file for the import.
4. Once you have a prepped file to load, after selecting the corresponding import type on the data loader page, click **Choose File** and select a file from your device to upload.
5. Before starting the import, click the blue **Preview** button. If there are any errors that will cause the import to fail or warnings that will cause specific lines in the import to fail, you will see an **Errors** or **Warnings** table.
6. Update and fix any issues as necessary. If there are no errors or warnings, you will only see an **Info** table with a summary of the changes to be made.
    - You may need to make updates to the file, save your changes, and re-upload the updated file on the data loader page.
7. Once you are ready to load the data, click **Start Import**.

When the **Other: Student Fact Template - Act 16** import has run:

- An Info table will be displayed on the data loader page summarizing the results of the import and listing if there were any errors or warnings.
- A new Student Fact Template - Act 16 document will be created for each student included in the CSV (unless there were any errors), the document will be populated with information from the CSV, and the document will be marked complete.

PIMS Act 16 report

In order to help streamline PIMS reporting, a new report has been added under **Reports** > **State Reporting** > **PIMS** called **PIMS Act 16**. This report pulls expenditure cost range category data from Student Fact Templates for PIMS reporting.

Tip With the addition of new reports, administrative users will need to update user role permissions in order for them to be accessible to non-admin users.