

AIM Newsletter ~ January, 2018

Welcome to the OPI Achievement in Montana (AIM) Newsletter. The AIM Newsletter is published several times during the year to announce important student data collection news and events. It provides up-to-date information necessary for the administration of statewide student information and the accompanying data collections.

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Work In Progress

AIM District Advisory Groups

The *AIM Montana Edition Advisory Group* will meet on Wednesday, February 14th, from 9:00 a.m. to Noon. It will be held at the OPI Conference Room, 1300 11th Avenue, Helena. We also have an online 'Go To' meeting available.

This meeting will focus on the **Montana Edition** features and functionality most useful for those who do not use Infinite Campus as their primary student information system.

The *AIM District Edition Advisory Group* will meet on Thursday, February 15th, from 9:00 a.m. to Noon. It will be held at the OPI Conference Room, 1300 11th Avenue, Helena. We also have an online 'Go To' meeting available.

This meeting will focus on the **District Edition** features and functionality and will be most useful for those districts who use Infinite Campus as their primary student information system (which includes those districts who use the *MT Edition Value Added* version of Infinite Campus).

You can attend either in person or online. Please email Candi Standall at cstandall@mt.gov (406-444-3495) to let her know how you'd like to participate and she'll get you hooked up! **Also let Candi know if you have any suggestions for presentations or topics.**

Please see the [AIM Advisory Groups website](#) for further information, scheduled meetings and lists of participants.



AIM Dropout, Graduate and Cohort State Published Ad Hoc Reports

The OPI AIM staff are preparing for the upcoming certification of the 2017-18 dropouts, graduates and cohorts to be done inside AIM/Infinite Campus in the fall of 2018-19. This will replace the dropout, graduate and cohort certification process previously done inside the 'OPI Reporting Center' application. As part of that preparation, we wanted to remind you about the state published ad hoc reports *pertaining to these three groups of students*.

These reports are located in AIM/Infinite Campus: Index -> Ad Hoc Reporting -> Filter Designer. In the list of filters, click on the + next to 'State Published.' The ad hoc reports are named and grouped as follows:

» COHORT (for ad hoc reports pertaining to Cohort students) currently, there is one ad hoc report called:

- COHORT Missing Date First Entered 9th Grade

» DROPOUT (for ad hoc reports pertaining to Dropout students) currently, there is one ad hoc report called:

- DROPOUT by School, Grade Level, Name

» GRADUATE (for ad hoc reports pertaining to Graduate students) currently, there are four ad hoc reports called:

- GRADUATE by Name Not Foreign Exchange
- GRADUATE Excluded as Foreign Exchange
- GRADUATE Missing Diploma Information
- GRADUATE NOT Grade 12

The OPI AIM staff will be sending emails on how the new certification process works, when the new user guides are available and how the districts can prepare for certifying their Dropout, Cohort and Graduate data inside AIM/Infinite Campus. We are expecting the start-and end-date range of the 'Beginning of Year' collection and the amount of time provided for the districts to complete their 'Previous Year Dropout, Graduate and Cohort' state reporting to remain similar to previous years. Watch for the AIM 2018-19 Data Collection Schedule to be released around the end of July.

Montana Youth ChalleNGe Students

When a student enters MT Youth ChalleNGe Academy (MYCA), districts may choose to either:

1) Withdraw the student using the non-dropout End Status of 175: *Transfer to Montana Youth ChalleNGe*; or

2) Enroll the student and collect ANB funding. Should the district choose option 2), all of the following is then required:

I. The student must be identified on the Flags tab showing the start and end dates of participation.

II. Aggregate hours should be set to full-time for each count date (Fall/Spring/Test Window). MYCA students can generate one-half ANB. However, to be counted for ANB the district must have in place the following:

a) an interlocal agreement with the MYCA program;

b) the student must be enrolled in their district of residence;

c) the student must be taking credits at the MT Youth ChalleNGe that are approved by the resident district;

d) the student must be taking credits that meet the district's requirements for graduation;

e) the student must be taking courses taught by an instructor with a current MT high school certification; and

f) the student must have credits reported from the MT Youth ChalleNGe to the resident school district.

An MYCA student's Enrollment and Flag must be end-dated prior to taking a high school equivalency exam with the non-dropout End Status of 175: *Transfer to Montana Youth ChalleNGe*.

All of the above and further details can be found in the AIM user guide: [MT Programs: Montana Youth ChalleNGe Academy](#).

Infinite Campus Version Update Schedule

| 2017-2018 School Year | |
|-----------------------|------------|
| April 27, 2018 | 1801, 1805 |
| July 6, 2018 | 1809, 1813 |

➤ 1801 Version Highlights:

- ESSA #Days Absent field available.

Be sure to check the [Infinite Campus Version Update Schedule](#) on the [AIM website](#) for changes to this schedule.

District AIM Activities...

- ✓ Verify that all students have an enrollment and no overlaps: “*Index-> Student Information-> Reports: Duplicate IDs; Enrollment Status; Enrollment Summary; State Enrollment Verification; and State Enrollment Overlap.*”
- ✓ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes.](#))
- ✓ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)
- ✓ Verify that all completed Special Education ERs and IEPs are locked.
- ✓ Verify status of MT Youth ChalleNGe, Job Corps and Montana Digital Academy students and
- ✓ End Date enrollment and/or flags as necessary. ([MT Programs: Job Corps & MTDA](#) and/or [MT Programs: Youth Challenge](#))

Grade Level Changes

Make sure grade level changes are handled correctly in AIM: If the grade level change is the result of a mistake, change the grade level in the current enrollment; If the grade level change is merited based on the student’s performance, end the student’s current enrollment as of the last day in that grade using End Status 105: *Change in grade level during regular school year.* Create a new enrollment with the new Grade Level as of the first day in the new grade level using Start Status 02: *Continued enrollment same school, no interruption.* Also, if the grade level change occurs over a count date (October 2, 2017 or February 5, 2018), contact Nica for a MAEFAIRS adjustment at 406-444-4401.

Spring Count Enrollment Collection Checklist

Below you will find the checklist for the Spring Count. Enrollment data for the Spring Count must be accurate for enrollments as of **Monday, February 5th, 2018**. Calculation processes and uploads of data should not be completed until the day AFTER the count date. This collection absolutely ends **Friday, February 9th, 2018**.

Follow the [Spring Enrollment & Aggregate Hours Collection Guide](#) to:

- Enter new students and exit students no longer in attendance.
- Enter Aggregate Hours for all students (if District Edition or MT Value Added user, check these after running MT Count Date Attendance calculation).
- Check Service Type for all students (P=Primary; S=Partial; N=SPED Only).
- For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that their end date is previous to the count date.
- Verify that the district's SIS, AIM, and MAEFAIRS enrollment data match as of the count date.
- Check the **"Exclude Fall ANB - 10 Day Rule"** box for:
 - Any student absent 11 or more consecutive days prior to and including the count date.
 - Kindergarten students not 5 years old as of Sept 10th who did NOT receive board approval to attend prior to the count date.
 - Students placed in day-treatment as of count date. Uncheck if student has returned to school attendance.

Follow the [MT Programs: Job Corps & MTDA](#) and/or [MT Programs: Youth Challenge](#) guides to:

- Enter End Dates and/or Start Dates for MT Youth Challenge Students you choose to keep enrolled.
- Verify continued participation and grade level for continuing Job Corps Students.
- Create Flags for Job Corps and MT Youth Challenge students.
- Verify Data using State Published Ad Hoc Reports: *"Index-> Ad Hoc Reporting-> Filter Designer-> -> +State Published-> student SPRING Missing Aggregate Hours" and other "SPRING" and "ALL" ad hoc reports."*
- ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition or MT Edition Value Added users.)

Questions or Suggestions?

Please feel free to contact the OPI AIM Help Desk at 877-424-6681 or opiainhelp@mt.gov with any questions or suggestions you might have!



Did You Know?

- Aggregate hours and/or count day absences should not be calculated or entered until **AFTER** the count day. Actual aggregate hours for all students, as well as whether they were absent on the count day, cannot be truly determined until after the count day.
- All behavior incidents that require state reporting need to be entered into the Behavior module in Infinite Campus/AIM. The Behavior user guides can be found on the [AIM User Guides webpage](#). They are under the topic BEHAVIOR in the right-hand column under [AIM Guides by Topic or Function](#).
- Emails can bounce around the globe before getting to their destination. And while the servers at each end might be secure, the journey between them is not. This is why we ask that there be no personally identifiable student information included in emails to and from the OPI. This includes anything that could reasonably be used to identify a student: name, gender, date of birth, state identity number or grade. Please call or email the [AIM Help Desk](#) with individual student data questions or use the secure [ePass Montana](#) File Transfer Service to make sure your student data is secure.
- Any time is a good time to review who has access to your student information in AIM/Infinite Campus. We do it monthly! There is a state published ad hoc report entitled '*person STAFF Active User Account and Login Activity.*' Highlight this filter and click the "Test" button located under the list of filters. This will generate a list of active users and their login activity. For further instructions, refer to the user guide [Data Security: Staff User Accounts](#).

Thank you!!

Meet the OPI AIM Support Team



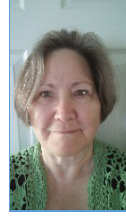
Gail Harms

AIM Data Resource Administrator

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Gail has been at the OPI as the Achievement in Montana (AIM) System Manager since 2014. As the AIM system manager she manages the AIM unit staff and the statewide student information system. She manages new projects for AIM and maintains timelines for the annual AIM data collections. She also coordinates Infinite Campus software version updates and system testing.



Candi Standall

AIM Data Control Specialist

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Candi has been the lead AIM Data Control Specialist with the OPI since September, 2014. She provides technical assistance to school districts with respect to using Infinite Campus to submit student data for state reporting. Candi works to keep the AIM user guides up to date and is usually the first person to answer the AIM help desk phone calls and emails: opiainhelp@mt.gov.



Jennifer Straw

AIM Data Control Specialist

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Jennifer has been a Data Control Specialist with OPI since August 2016. She works half-time to provide assistance to make sure the AIM data is accurate by reviewing daily verification reports for syncing issues, combining duplicate students and analyzing the data and calling districts to resolve data discrepancies such as overlapping enrollments, Kindergarten under 5, inappropriate age for grade level, and resolving discrepancies between MAEFAIRS and AIM.



Andy Boehm

Research Specialist

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Andy has been with OPI since June 2002. As a Research Specialist for OPI he is a “de facto” member of the AIM team answering AIM Help Desk phone calls and making phone calls to make sure that the AIM data is the best that it can be. His emphasis is in dropout and graduation quality control, collection and reporting. He also is involved in the collection of enrollment data and puts out the yearly Facts About Montana Education pamphlets.