

AIM Newsletter ~ March 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

Behavior Module in AIM/Infinite Campus

Districts are required to use the Behavior module in AIM to report any incident that takes place during the reporting period that:

- results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- results in an in-school suspension, regardless of the length of time, for an enrolled student with a disability*;

* In-school suspensions may also be entered for regular education students; however, only the special education incidents are required for federal reporting.

We are working with staff at Infinite Campus on developing the process which will allow districts to validate and certify their behavior report in AIM by the end of this reporting year, June 30, 2018.

Please contact Mary Graff at the OPI for more information. (mgraff@mt.gov, 406-444-0685)



Foster Care

OPI continues to enter Foster Care data into Infinite Campus based on data from DPHHS. We hope to have that work finished by the end of May 2018.

We are also working on a State Published Ad Hoc Report that can be used to find the students that the state has identified as being in Foster Care. We will let you know as soon as that ad hoc is available.

AIM User Guides being Revamped

Candi Standall has been revamping the AIM Guides by Topic or Function to make them accessible to all users and similar in format. Next on her list will be updating the Data Collection Guides in the same manner.

This work also includes updating the Data Dictionary. We will be including legal citations that authorize OPI to collect each data item, as well as a path to its location in Infinite Campus.

As always, please let Candi know if you find any mistakes in any of the guides or if you have any ideas for making them better and easier to use!

Candi can be reached at cstandall@mt.gov or 406-444-3495.

Changes to End of Year Collections

Starting in this 2017-18 school year, the Average Daily Attendance (ADA) Collection at the end of the year has changed to the End of Year Attendance Totals Collection. For further information, see the article [Chronic Absenteeism General Information](#).

Current and Upcoming Collection Checklists

We have taken the AIM Data Collection Checklist and broken it up into smaller and easier to digest individual Checklists for each AIM Data Collection. Listed below are links to the current or upcoming AIM Data Collection Checklists. These checklists are available on the [AIM Website](#) under AIM Data Collection Guides.

- ✓ [Spring CTE Collection Checklist](#) (March 1st – April 30th)
- ✓ [Test Window Enrollment Count Checklist](#) (March 20th – April 3rd)
- ✓ [Test Window Program Participation Checklist](#) (March 20th – April 10th)
(Both Test Window Checklists can also be found below on [pages 6 & 7](#))

Confirm Accuracy of Gifted and Talented Student Data by April 10

One of the many programs that are collected from the districts during the AIM Test Window Program Participation collection is the Gifted and Talented program. Did you know that identification as a gifted and talented student is information that needs to be entered into a student's record before it is uploaded to AIM? A recent data review shows that 489 schools show zero students identified as gifted and talented – that is more than 59 percent of Montana schools.

When a school identifies a student as gifted and talented, a designated person at the school must go into that student's AIM/Infinite Campus enrollment record and mark that student as gifted and talented. In Infinite Campus, this is located under:

- Search Tab -> Find Student
- Enrollments tab -> State Reporting Fields section -> Other Program Participation section
- In the third column: check the box for Gifted and Talented.

This should be done for every student who has been identified as gifted and talented in a school or district.

This data is used as a basis for designing projects through the Montana Gifted and Talented Education State Grants in the E-Grants system. In addition, identified gifted and talented students in a school's AIM system provide corroborating data to show that a school is serving the needs of these students, as required by the State of Montana.

April 10 is the next AIM Test Window Program Participation reporting deadline. Please check and, if needed, correct the records of your gifted and talented students between now and

then.

If you have questions about how to enter this data in AIM/Infinite Campus, please contact: AIM Help Desk, opiainhelp@mt.gov, 877-424-6681 or 444-3800

If you have questions about gifted and talented education in Montana, please contact: Julia Cruse, jcruse@mt.gov, 406-444-0769.

Complete Students Missing Date First Entered 9th Grade

Verify that all high-school grade students – **especially 12th graders** – have an NCLB Cohort End Year by running the new state published ad hoc report. This report is located in Infinite Campus at: “*Index -> Ad Hoc Reporting -> +State Published -> Student Information -> **student Cohort Missing Date First Entered 9th Grade.***”

Clicking on the **Search** button (rather than *Test*) will bring up the results on the left in the outline. This allows you to click on each student on the list and enter the missing data, click **Save**, which syncs it to the state.

To enter the Date First Entered 9th Grade,

Once you have the student up in the workspace, click on the **Graduation** tab. If you don't see a Graduation tab, go to the **Index tab -> Student Information -> General.**

The screenshot shows the 'Graduation' tab in the Infinite Campus system. At the top, there are tabs for Summary, Enrollments, Flags, Assessment, Behavior, Graduation, and Re. Below the tabs are 'Save' and 'Edit State Graduation Record' buttons. A message states: 'The following fields can only be filled out once a student has entered 9th grade: Date First Entered the 9th Grade, NGA Cohort End Year, NCLB Cohort End Year'. The main content area is titled 'State Graduation Record' and contains a message: 'No state graduation record found for this student.' Below this is a section for 'Graduation Detail: Billings Public Schools (1007)' with a sub-section for 'General Graduation Information'. This section includes fields for Diploma Date, Diploma Type, Diploma Period, Date First Entered the 9th Grade (highlighted with a red circle), NGA Cohort End Year, NCLB Cohort End Year, Post Grad Location, and Post Grad Plans. At the bottom, there is a 'State Reporting Graduation Fields' section with a 'Cohort Grad Year' field.

Enter the ***Date First Entered the 9th Grade*** for the student and click **Save**.

If the student was not at your school for the 9th grade, look at their historical records and enter the date from the school when they first started attending 9th grade classes. If you don't have that date, enter the first day of the school year of when their 9th grade year would be if they had attended your school.

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.
- MT Edition users will be able to edit the Local Staff Number field.

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

Routine Data-Checks

The following data checks should be performed in AIM/Infinite Campus on a regular basis to help assure quality student data:

- ✓ 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](#))

Find and Fix Students with Overlapping Enrollments

Regularly looking at overlapping enrollments is a small step that can greatly improve data quality. Overlaps can cause a multitude of issues with data. Especially around count days!

The State Enrollment Overlap Report returns the district's view of enrollment overlaps across the entire state. It returns students who are actively enrolled in a school more than once, enrolled in two or more schools during the same date range, enrolled in multiple schools in the same date range in the same school year within the state, and district enrollment overlaps across the state for the same date range and school year.

However, if you don't have the right options selected, you will get 0 results.

Path: Index -> Student Information -> Reports -> State Enrollment Overlap

All Students: Choosing all students will get you more results.

School Year: You must choose a school year or the report will run and show no overlaps.

Include same day overlaps: Check this box to see same day overlaps, which are the most common kind.

Test Window Enrollment Collection Checklist

Data collected during the AIM Test Window collection (both enrollment and program participation data) will be used for a submission to our testing provider, Measured Progress, on May 11th. This data will be used for the MARS system for the reporting of CRT-Science data. It will also be used for reporting of assessment data to the GEMS data warehouse later on. Please note: this collection pertains to all students in all grade levels not just those that are being tested.

This AIM Test Window collection also feeds into the OPIs' federal reporting process, which will generate funding for students.

Below you will find the checklist for the Test Window (TW) Count. Enrollment data for the TW Count must be accurate for enrollments as of **Tuesday, March 20th, 2018**. Calculation processes and uploads of data should not be completed until the day AFTER the count date. This collection absolutely ends **Tuesday, April 3rd, 2018**.

NOTE: Absences **ARE** entered for the TW Count. TW Enrollments are **NOT** used for ANB funding.

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

- Check Service Type for all students and assure Aggregate Hours match accordingly.
- Enter Aggregate Hours and Absences for all students.
- For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that Aggregate Hours are equal to the hours for the Spring count date.
- Verify Data using State Published Ad Hoc Reports:
Index -> Ad Hoc Reporting -> Filter Designer -> +State Published -> "student TW Absent on Count Date 2018", "student TW Aggregate Hours Missing 2018", or "student Aggregate Hours Not Full Time 2018."

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
- Verify continued participation and grade level for continuing Job Corps Students
- Create Flags for Job Corps and MT Youth Challenge students.
- 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 only).

Test Window Program Participation Collection Checklist

Test Window Program Participation data is used to determine sub - groups for AYP calculations. Sub -groups are calculated by Race/Ethnicity, Meal Status (Free/Reduced Lunch), English Learners (EL Status) and Immigrant Status. The collection looks at student participation as of **Tuesday, March 20th, 2018** (Test Window Count Date) and must be completed by **Tuesday, April 10th, 2018**.

Follow the [Program Participation Collection Guide](#) and/or [Program Participation Verification Guide](#) to:

- Update Military Connected Status (once checked, leave checked for the school year).
- Enter data Title I data (Targeted Title I Instructional Services by Type, Title I Support services by Type, Title I Part A Neglected, Title I Part D Delinquent).
- Enter/Verify data for Immigrant students (Date entered US school, Home Primary Language.)
- Enter/Verify data for 21st Century participants.
- Enter/Verify for Foreign Exchange students.
- Enter/Verify data for Gifted/Talented students.
- Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied Youth).
- Enter/Verify data for Section 504 students.
- Enter/Verify FRAM status ([FRAM Guide](#))
- Enter/Verify EL (English Learner) status for students new to the program or transfer

- students (include Home Primary Language and Language of Impact). ([EL Tool Guide](#))
- Enter/Verify EL status for continuing students.
 - Verify Data using State Published Ad Hoc Reports:
Index -> Ad Hoc Reporting -> Filter Designer ->> +State Published: -> “student TW EL (English Learner) Students”, “TW Foreign Exchange”, “TW FRAM Students 2018”, “TW Gifted and Talented”, all of the TW reports.
 - ReSync enrollment data after uploading files (MT Edition users only) and/or running a process such as MT Count Date Attendance (District Edition or MT Edition Value Added users only).

Questions or Suggestions?

Please feel free to contact the OPI AIM Help Desk at 877-424-6681 or opiaimhelp@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.**
- **If you “hover” your mouse pointer over a student’s name inside the Student Locator box in Infinite Campus, it will tell you where the student is currently or was last enrolled within the state.**
- **Infinite Campus University (ICU) offers free pre-recorded webinars to anyone wanting to learn more about Infinite Campus. You’ll find them on the Campus Community News Page under the headline: FREE ICU Recorded Webinar Sessions. First, you will need to be logged in to Campus Community. Should you need to set up an account, please refer to the OPI AIM user guide [Creating a Campus Community Account](#).**

- The “No Show” box on a student’s Infinite Campus enrollment is not used in Montana. If that box is checked, that enrollment will not “show” at the state level in AIM.

Thank you!!

Meet the OPI AIM Support Team



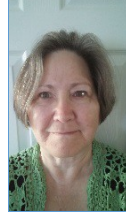
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Gail has been at the OPI as the Achievement in Montana (AIM) System Manager since 2014. As the AIM System Manager, she manages the AIM unit staff and the statewide student information system. She manages new projects for AIM and maintains timelines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



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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.



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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

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Andy has been with OPI since June 2002. As a Research Specialist for OPI he is a member of the AIM team answering AIM Help Desk phone calls and making phone calls to assure 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.