

## AIM Newsletter ~ December, 2017

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

## Expansion of Preschool (PK) Enrollments in AIM

You may have seen a recent email about the expansion of preschool enrollments in AIM. The existence of all preschool student enrollments in the state AIM system is imperative in order for the OPI to expedite accurate federal reporting throughout the year.

Preschool student enrollments in AIM include the following:

- Public school preschool students that are only receiving special education services or are being evaluated for special education services only (N service type enrollments).
- Public school preschool students (P service type enrollments).
- Public school preschool students that are involved in the MT Preschool Development Grant (MPDG) and STARS preschool grant (P service type enrollments).

Please see the article below, [PK Grade Level Students](#), for further information.

## State Overlap Report Malfunction

The State Overlap Report no longer gives the option to see overlaps of enrollments with N or S service types. This malfunction has been reported to Infinite Campus and they are working on it.



## Data Quality Work in AIM

Changes made to student enrollments in AIM that might affect what that enrollment looked like on October 2<sup>nd</sup> (Fall Count Date) have the potential to change data that has been submitted to MAEFAIRS. Thereby, making it necessary to resubmit your data to MAEFAIRS. For example, grade level changes, enrollment Start or End Date changes, changes in Aggregate Hours, etc.

The AIM and MAEFAIRS support staff might be calling you to ask about differences we have found between what has been submitted in MAEFAIRS for the Fall Count Date and what currently exists in AIM.

Per [ARM 10.20.102\(4\)](#): "...Changes to the October enrollment count will not be accepted after December 31 except in cases of significant reporting error, as determined by the Superintendent of Public Instruction."

## Foster Care

The OPI is in the process of entering Foster Care data into Infinite Campus based on data from DPHHS. That data will be published down to districts with the update to version 1749 set for Feb. 23, 2018. When the data is available for districts to view we will have a state published ad hoc filter ready for use.

## 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. See the following article, [AIM Update on Chronic Absenteeism](#), for further details.

# AIM Update on Chronic Absenteeism

To prepare to collect the new ESSA Chronic Absenteeism data in AIM for 2017-18, as per the Federal Every Student Succeeds Act (ESSA), the OPI AIM staff have been working with Infinite Campus and other student information system (SIS) vendors. Here is an update on the status of the work being done in the OPI AIM system for collecting this data.

We are expecting the changes in items in 1-6a below to be available when the OPI takes an Infinite Campus software version 1801 update planned for **4/27/18**. (At this time, we do not have an estimated time of when items 6b - 7 will be available in Infinite Campus.)

- 1) **We will be combining** the end of school year AIM 'Average Daily Attendance (ADA) Collection' with the new AIM ESSA days absent collection (for ESSA chronic absenteeism), so there has also been a change to the ***name and contents of the AIM collection*** due at the end of the school year.

Former/current AIM Collection Name: Average Daily Attendance (ADA)

New/Combined AIM Collection Name: End of Year Attendance Totals

This collection will combine the current end of year AIM ADA (average daily attendance) collection with the new AIM end of year ESSA days absent data collection.

- 2) **The above name change in the AIM collection** will also be reflected in the ***MT Edition file upload template***.

Former/current MT Edition AIM Upload File Template Name: Average Daily Attendance

New/combined MT Edition AIM Upload File Template Name: End of Year Attendance Totals

- 3) **Here is a link to** the new '[End of Year Attendance Totals](#)' upload file template ***for MT Edition districts*** on our AIM website.
- 4) **Here is a link to** the '[Federal C195 File Specification](#)' on our AIM website.
- 5) **Here is a link to** the '[Chronic Absenteeism General Information](#)' document on our AIM website.
- 6) **SIS Vendors have been contacted to develop the following items:**

- a. a new field called 'ESSA - # days absent'
  - b. a process that calculates the values for the new 'ESSA - # days absent' field, based on the students' daily attendance.
  - c. An extract process that matches the format of the new '[End of Year Attendance Totals](#)' file upload template provided by the OPI.
- 7) **Infinite Campus** is developing a new 'ESSA Chronic Absenteeism' report that will be available in Infinite Campus for ***all*** districts. This report will produce a list of students (by school) determined to be chronically absent based on their number of 'ESSA - # days absent' values in relation to their number of days enrolled, inside their enrollment records.

## Preschool (PK) Grade Level Students

Preschool (PK) Student Scenarios in AIM	Enrollment Service Types	
	Public School	Head Start*
Attending Head Start for MPDG and public preschool for SPED services only (OT, PT, Speech).	N	P
Attending Head Start and public preschool regular classroom and getting SPED services from same public school.	S	P
Attending Head Start only for either MPDG or non-MPDG.	NONE	P
Attending public preschool only for regular education or STARS or MPDG.	P	NONE
Attending public preschool regular classroom and receiving SPED services at the same public school.	P	NONE
Attending public preschool for MPDG or STARS and receiving SPED services at same public school.	P	NONE

\*(All Head Start enrollments in AIM are to be "P" Service Type. The "N" or "S" Service Types are for public schools only, not Head Starts.)

### Aggregate Hours of Instruction

Aggregate hours of instruction for each enrollment, regardless of Service Type, should always correspond to the annualized hours of instruction the student is receiving at the school: Hours per day or week x instructional days or weeks per year = Annualized Aggregate Hours. For example:

- 1) A student receiving 2 hours of SPED services per week: 2 hrs x 34 wks = 68 annualized hours, which translates to N: 0-179 Aggregate Hours of Instruction.

- 2) A student receiving 6 hours of instruction each day: 6 hrs x 180 days = 1080 annualized hours, which translates to F: 720+ Aggregate Hours of Instruction.

## District AIM Activities...

- ✓ Continue to enter date contacted and post grad status for each CTE (Career and Technical Education) concentrator who graduated in spring 2017. (October 1, 2017 through December 31, 2017)
- ✓ Continue to maintain preschool (PK) enrollments in AIM. (See article above, [“Preschool \(PK\) Grade Level Students.”](#))
- ✓ Review the AIM enrollments regularly, especially the “Enrollment Overlaps Report”
- ✓ 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*.
- ✓ MT Preschool Development Grant (MPDG) providers need to prepare for the MPDG Annual Performance report by verifying the accuracy of data for preschool students receiving MPDG services. (December 1, 2017 through January 5, 2018).

## Supplemental Education Services (SES) Field in AIM has been Retired

As of Monday, 11/13/17, the student Supplemental Educational Services (SES) field in AIM has been retired. The US Dept. of Ed. no longer requires this data to be reported to the Federal Government by the state. This field, located inside Infinite Campus/AIM in the student’s enrollment tab, under State Reporting Fields, is now ‘ghosted’ so the previous recorded data can be seen, but is no longer editable. Districts no longer need to report this data item during the three AIM Program Participation data collections throughout the year. The program participation upload process and the template for MT Editions districts will not be affected. The state published ad hoc called ‘student EOY SES Students 2016-17’ can be run to show students that were marked with this indicator in the 2016-17 school year.

# Current & Upcoming Collections 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 User Guides Webpage](#) under AIM Data Collection Guides.

- ✓ [Fall CTE Checklist](#) (October 1<sup>st</sup> – December 31<sup>st</sup>)
- ✓ [Assessment Registration Collection](#) (January 2<sup>nd</sup> – January 19<sup>th</sup>)

## Infinite Campus Version Update Schedule

2017-2018 School Year	
<b>December 29, 2017</b>	1745
<b>February 23, 2018</b>	1749
<b>April 27, 2018</b>	1801, 1805
<b>May 31, 2018</b>	1809, 1813

➤ **1745 Version Highlights:**

- District staff state assignment codes (district edition only)
- Special Ed. Referral form text box added.

➤ **1749 Version Highlights:**

- State has ability to Publish Foster Care data down to districts.

➤ **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.



## **Did You Know?**

- “Zero Padding” is already formatted into the upload templates provided on the AIM webpage. The instructions for zero padding are included inside the comments for each column. However, that formatting has already been done for those columns requiring it.
- If your district switched to using Infinite Campus as its primary student information system, you are now “District Edition User” and those would be the instructions you use inside the AIM user guides.
- If your district uses Infinite Campus to record daily attendance and post grades, you are considered a “District Edition User.”
- Using Student Locator when trying to enroll a student that was in your system before may result in an error. If you know the student was in your system previously, it is best to use the Search tab and search under All People for that kiddo to create the new enrollment.
- The Campus Community is a great resource for learning about Ad Hoc Reporting. Here is a link to a video entitled [Understand Ad Hoc Filter and Report Creation](#) (you might need to be logged in to Campus Community for this link to work).

## **Questions or Suggestions?**

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

*Thank you!!*

# Meet the OPI AIM Support Team



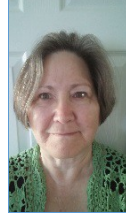
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Gail has been at the OPI as the Achievement in Montana (AIM) System Manager since 2014. As the AIM system manager she manages the AIM unit staff and the statewide student information system. She manages new projects for AIM and maintains timelines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



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Candi has been with the AIM Unit at the OPI since September, 2014. As the lead Data Control Specialist, 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: [opiaimhelp@mt.gov](mailto:opiaimhelp@mt.gov).



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Jennifer has been with OPI since August 2016. She provides 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.



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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.