

AIM Newsletter ~ November, 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

AIM District Advisory Groups-Now on AIM Webpage

The AIM District Advisory Groups can now be found on the [AIM Webpage](#). At the bottom of the AIM Webpage, you'll see a blue button entitled [AIM Advisory Groups](#).

On the AIM Advisory Groups page you will find the schedule of meetings as well as the list of participants for each group.

Anyone can attend these meetings, 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!

If you have suggestions for presentations for either of these meetings, email Candi Standall at cstandall@mt.gov.

AIM Technical References Webpage Moved

The AIM Technical References webpage has been combined with the AIM Policy References webpage. This new page is now entitled [AIM Technical & Policy References](#).



Data Quality Work in AIM

Changes made to student enrollments in AIM may affect the October 2nd (Fall Count Date) and therefore have the potential to also affect the enrollment data that may have been submitted to MAEFAIRS. Please be aware of this and communicate to your staff and the OPI MAEFAIRS staff accordingly to resubmit your data to MAEFAIRS if necessary. Some examples of enrollment changes include grade level changes, enrollment Start or End Date changes, changes in Aggregate Hours, etc.

The AIM and MAEFAIRS support staff are contacting districts regarding 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 Ad Hoc Filter

The OPI AIM staff are planning to provide districts with a new 'Foster Care' State Published Ad Hoc Filter. It will be published when this data is available at the district level (as read only). The OPI staff gets this data from the Montana Department of Public Health and Human Services (DPHHS) and maintains it inside the state edition of Infinite Campus 'Foster Care' module.

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*; or
- involves weapons, drugs, or violence in which the perpetrator is a nonstudent (someone not enrolled in the school such as a former student who has graduated or dropped out, or someone unknown to the school).

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

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

The following guides are available on the [AIM User Guides Webpage](#) in the right-hand column of **AIM Guides by Topic or Function** in the section entitled **BEHAVIOR**:

- [Behavior Referral – only available for District Edition Users](#)
- [Behavior Tool Rights and Roles](#)
- [Creating an Incident and Modifying an Existing Incident in Behavior Management](#)
- [Event \(Incident\) Codes and Descriptions](#)
- [Resolution \(Action\) Codes and Descriptions](#)

District AIM Activities...

- ✓ Complete (if you haven't already) the AIM Fall Program Participation Collection (due 10/27/17). The following State Published Ad Hoc Reports can help you to look at your data: "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Homeless; >student All Title I Part A; >student ALL Title 1 Part D; >student LEP"; >student FALL Special Ed Status – Unlocked IEP; >etc."
- ✓ Continue to maintain preschool (PK) enrollments in AIM. (See article below, "[Preschool \(PK\) Grade Level Students.](#)")
- ✓ Review the AIM enrollments regularly, especially the "Enrollment Overlaps Report"
- ✓ Review grade level changes 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 the old grade level, using End Status 105: *Change in grade level during regular school year*. Then create a new enrollment as of the first day in the new grade level using Start Status 02: *Continued enrollment same school, no interruption*.

- ✓ If applicable, verify your MT Preschool Development Grant (MPDG) enrollments. 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).

Preschool (PK) Grade Level Students

Please keep student enrollment data updated in AIM for PK grade level children/students. This enrollment data for students in grade level PK should be updated throughout the year and again at the end of the year. These PK students' enrollments should be ended when the student is no longer enrolled or receiving special ed. services. This includes those students who are evaluated for special education but don't qualify. If the student never attended class or was not ever provided services, these enrollments should have an end date for the same day they were enrolled. (Another option is to delete the enrollment record, but do NOT delete the student/person record.)

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 Program Participation](#) (October 2nd – October 27th)
- ✓ [Fall CTE Checklist](#) (October 1st – December 31st)
- ✓ [Assessment Registration Collection](#) (January 2nd – January 19th)

Infinite Campus Version Update Schedule

2017-2018 School Year	
December 29, 2017	1745
February 23, 2018	1749
April 27, 2018	1801

➤ **1745 Version Highlights:**

- District staff state assignment codes (district edition only)
- Demographics file batch upload to include access to new state ID file. (Montana edition only)

➤ **1749 Version Highlights: (to be announced)**

➤ **1801 Version Highlights:**

- ESSA # days absent field available (for chronic absenteeism)



Did You Know?

- There is a Montana Forum inside Campus Community. One of the pages in Campus Community is “[Forums](#)” and if you scroll down to the State Specific Information section, you’ll see that Montana has their own Forum. You can subscribe to that Forum to get emails and post questions that will be shared with other Montana members. If you don’t have an account, refer to our guide: [Creating a Campus Community Account](#).
- Changes to Race/Ethnicity: If a typo, fix in the Demographics screen. If a change, create New Identity with new information.
- Comments sync to the state and can be very helpful when reviewing data. This includes the Start and End Comments boxes, as well as the Comments box inside the New Identities screen. A well-placed comment can prevent a call from the AIM support staff.
- 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 opiaimhelp@mt.gov with any questions or suggestions you might have!

Thank you!!

Meet the OPI AIM Support Team



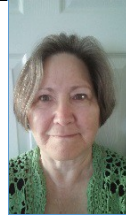
Gail Harms

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 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 .



Jennifer Straw

AIM Data Control Specialist

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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.



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.