

AIM USER GUIDE:
*DAY TREATMENT –
REPORTING STUDENTS IN
AIM*

THIS AIM USER GUIDE PROVIDES GUIDANCE FOR ENROLLMENT REPORTING IN INFINITE CAMPUS FOR STUDENTS ENTERING AND EXITING DAY TREATMENT PROGRAMS.

Day Treatment – Reporting Students in AIM

AIM User Guide

This AIM User Guide provides guidance for enrollment reporting in Infinite Campus for students entering and exiting day treatment programs.

Background

In general, students placed in Montana licensed day treatment programs by their school districts are counted as enrolled in the district but are funded through a state supplementary payment rather than funded as ANB. For that reason, it is important to report the day treatment students correctly. This AIM User Guide explains how to properly report the students in AIM/Infinite Campus so the enrollment is appropriately counted.

The Montana licensed day treatment programs include:

[Helena - Intermountain](#)

[Boulder - Youth Dynamics, Inc.](#)

[Billings - New Day](#)

[Billings- Yellowstone Boys and Girls Ranch](#) (HS only – Elementary students who attend programs at YBGR are enrolled in the public Yellowstone Academy Elementary School, so they must be exited from the placing school’s enrollment.)

[Bozeman - Youth Dynamics, Inc.](#)

NOTE: Students placed into programs which do not hold a Montana license to provide day treatment are exited from the public school enrollment and are not counted for ANB funding.

Contents

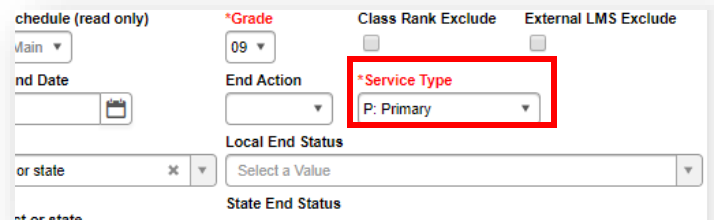
Reporting Day Treatment Students in AIM:	3
Scenario 1	3
Scenario 2	4
Scenario 3	5
State Funding	5

Reporting Day Treatment Students in AIM:

Scenario 1 - The district makes the referral for day treatment under an IEP in a Montana licensed day treatment program and is responsible for the continuing educational services of the student (provides services or pays for services) and special education services.

A. When the student starts day treatment:

1. Keep the same enrollment record.
Service Type P: Primary (this does not change).
2. Mark the applicable “**Exclude ANB**” boxes where the students treatment start and end dates overlap any of the count dates. Checking this box properly excludes the student from the ANB count on the affected count date(s). (See information about the alternative funding methods in “State Funding” below.)
3. Enter a comment in the **Enrollment Start Comment** box stating the date the student starts day treatment and the name of the day treatment program.
4. Click **Save**.



The screenshot shows a form for enrollment management. A red box highlights the 'Service Type' dropdown menu, which is currently set to 'P: Primary'. Other visible fields include 'Grade' (09), 'Class Rank Exclude', 'External LMS Exclude', 'End Action', 'Local End Status', and 'State End Status'.

NOTE: Do not check “State Exclude”. (That would eliminate all state reporting for the student.)

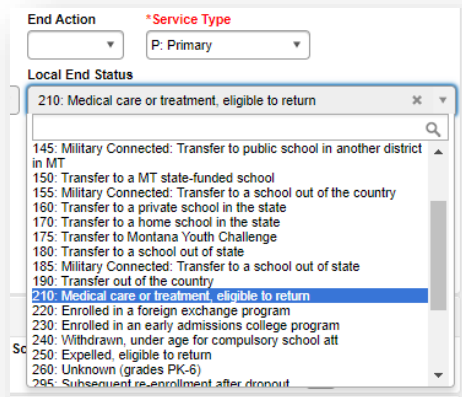
B. When the student returns from day treatment:

1. Assuming the student will continue to receive educational and special ed services, keep the same **P: Primary** enrollment record.
2. Enter an additional comment in the **Enrollment Start Comment** box stating the date the student returned from day treatment.
3. Be sure the “**Exclude ANB**” box is not checked for enrollment counts after the student returns from treatment so the student will be included in future ANB counts.
4. Click **Save**.

Scenario 2 - The district makes the referral for day treatment under an IEP in a Montana licensed day treatment program. The district was previously providing educational and special education services, but the district only provides for special education services and not educational services while the student attends day treatment.

A. When the student starts day treatment:

1. Because the student will not be receiving educational services, end the previous P: Primary enrollment record with end status **210-Medical care or treatment-eligible to return**. The end date should be one day prior to the treatment start date.
2. For the old enrollment record: Select End Status **210: Medical care or treatment, eligible to return**.
3. Enter an **End Comment** stating the date the student is placed in day treatment and the name of the program.
4. For the new enrollment record: Select Start Status **03: Re-entry to the same school after withdrawal**.
5. Select Service Type **N: Special Education Services**.
6. Enter a **Start Comment** stating the date the student is placed in day treatment and the name of the program.
7. Click **Save**.



NOTE: This student will not be counted for ANB on subsequent count dates.

B. When the student returns from day treatment:

1. Assuming the student returns to both educational and special ed services, end the previous **N: Special Ed Services** record and add a new **P: Primary** enrollment record.
2. For the old enrollment record: Select End Status **120: Transfer to another school within the same district** (NOTE-This code is not exactly accurate but is best available.)
3. Enter an **Enrollment End Comment** stating the date the student returned from day treatment and the name of the program.
4. For the new enrollment record: Select Start Status **03: Re-entry to the same school after withdrawal**.
5. Service Type is **P: Primary**.
6. Enter an **Enrollment Start Comment** stating the date the student returned from day treatment and the name of the program.
7. Click **Save**.

Scenario 3 – District contracts for services from a program that is not a Montana licensed private, nonsectarian day treatment program. The district is required by law to pay for services using the district’s general fund or federal funds, provided the cost is an allowable use of the federal funds, and is not allowed to use the district tuition levy to pay for services. The student continues in enrollment.

1. Assuming the student still receives educational and special education services, keep the same enrollment record with **Service Type: P**.
2. Enter an **Enrollment Start Comment** stating the date the student was placed and the name of the program.
3. When the student returns to school, add an additional note to the **Enrollment Start Comment** stating the date the student returned from the placement.

State Funding

The district is allowed by [MCA 20-5-324](#) (5)(a)(i) to levy to pay tuition for students placed under an IEP at a private, nonsectarian day treatment program, using the tuition fund. Qualifying programs are those licensed as day treatment providers by the state of Montana. These students do not qualify for ANB funding if they are in day treatment as of the count date(s), but the district may apply for state replacement funding up to the tuition amount they paid toward services ([MCA 20-5-324\(2\)\(a\)](#)) and ARM [10.10.301D](#)) *[Applies to Scenario 1 and Scenario 2 above]*

The district is required to pay for services contracted from a program that is not a Montana licensed day treatment program using district general funds. The tuition fund levy is not available to use for those costs. These students remain in enrollment during their day treatment and are counted for ANB on the count dates. *[Applies to Scenario 3 above]*

For more information, contact the AIM Help Desk at 1-877-464-6681 or

[Submit an AIM Help Desk Ticket](#)