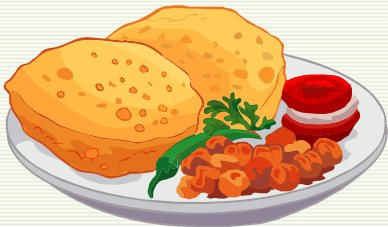

Quick Reference Guide:

FRAM: File Upload

This guide will help districts navigate the new FRAM module in Infinite Campus for the entry of Free/Reduced Meal Status for students.

Topics covered in this Quick Reference Guide include:

- *FRAM Overview*
- *Entering FRAM Data*
- *Data Verification*



This guide is designed to help districts navigate the new FRAM module in Infinite Campus. The FRAM module replaces the entry of Free/Reduced Meal Status on the student's enrollment record with a more comprehensive entry in the FRAM module. This guide outlines the process for the direct entry of FRAM data in AIM.



Before beginning, consider the following:

1. What is FRAM and why are we using it?

- The FRAM module was created in response to requests from Districts and States for a more comprehensive way to track changes to a student's Meal Status. *page 2*

2. What information is required and where do I get it?

- Districts must enter the student's Eligibility, Certification Type, Start Date and End Date. The information is collected as part of the application process at the district level. *page 2*

3. How do I verify the data I have entered?

- Districts may use Ad Hoc Reports to verify the entry of Free/Reduced Meal Status for students. *page 7*

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FRAM MODULE

The Free/Reduced Meal Status field in the student enrollment record only captured information as of a specified date. If the information changed at any time during the year, no record was created to capture that change.

The new **FRAM** module allows districts to track changes to the Free/Reduced Meal status throughout the year.

In this example, the **Meal Status** for the 10-11 year shows *R: Reduced*. The **FRAM** module, however, shows the student as *F: Free* for the first semester and *R: Reduced* for the second.

NOTE: Meal Status is no longer entered in the student enrollment. All Free/Reduced Meal Status information **must** be entered through the **FRAM** module.

Aldean, Jason
Grade:05 #2 DOB:07/22/2001 Gender:M

Assessment Behavior Graduation AdHoc Reports Records Transfer
Summary Enrollments Schedule Attendance Programs A+Grades

Save Delete Print Enrollment History New

Other Program Participation
Free/Reduced Meal R: Reduced Receives Supplemental Educ Svcs (SES)

Aldean, Jason
Grade:05 #2 DOB:07/22/2001 Gender:M

Eligibility

Eligibility	State Code	Certified Type	Start Date	End Date	School Year
Paid	N	Income	08/31/2011	09/20/2012	11-12
Reduced	R	Income	01/18/2011	06/03/2011	10-11
Free	F	Income	09/01/2010	01/14/2011	10-11

Districts must enter *Eligibility*, *Certified Type*, *School Year*, *Start Date* and *End Date*. This information is collected as part of a student's Free/Reduced Meal application or is included in a direct certification file sent to the district by the Department of Public Health and Human Services.

Eligibility Detail

*Eligibility *Certified Type Application Name
 *School Year *Start Date *EndDate Reference Number
 State Eligibility Code
 No State Code

Eligibility is the status of the student:

F: Free

R: Reduced

P: Paid

N: Non-reimbursable (not used for state reporting)

Eligibility Detail

*Eligibility *Certified Type Application Name
 *Start Date *EndDate Reference Number
 State Eligibility Code
 No State Code

Free
Reduced
Paid
Non-reimbursable

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The screenshot shows the 'Eligibility Detail' form. The 'Certified Type' dropdown menu is open, displaying a list of options: Direct, Income (highlighted), Categorical Override, Runaway Homeless Foster, Migrant, Temporary/No Income, Head Start, RCCI, Early Childhood, Declined, Denied, and Did Not Apply. Other fields include Eligibility, School Year, State Eligibility Code, Application Name, Reference Number, and Date.

Certified Type is a record of how the determination was made.

NOTE: **Certified Type** is not required for State Reporting purposes. The OPI recommends defaulting students to "Income" unless the district chooses to enter **Certified Type**.

Year should be set to the current year, 11-12.

Start Date is the first date of eligibility.

End Date is the last date of eligibility.

The screenshot shows the 'Eligibility Detail' form with the 'School Year' dropdown menu open. The options are 13-14, 12-13, 11-12 (highlighted), and 10-11. Other fields include Certified Type, Application Name, Reference Number, Start Date, and End Date.

The screenshot shows the Montana Office of Public Instruction website. The navigation menu includes Home, Programs, Educator Licensure, Reports & Data, Curriculum & Assessment, and Resources. The 'AIM File Specifications' page is displayed, listing various templates for download. The 'FRAM Import Template.xls' file is highlighted with a red box.

ENTERING FRAM DATA

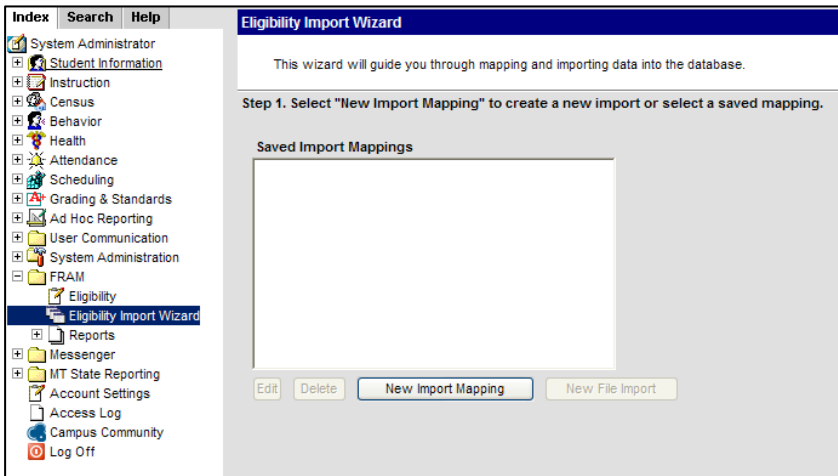
The FRAM data import requires a file upload format. That format is custom generated and must be mapped to fields in the database.

A file format has been created for districts to use. That format is available on the OPI AIM Webpage under File Specifications. Download the FRAM Import Template.

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Extract the data for this template from the district's Student Information System and/or Direct Certification file.

Student ID	Last Name	First Name	Eligibility	Certification Type	Start Date	End Date
180612017	Adams	Trace	F	Income	8/31/2011	10/10/2012
389621902	Aldaan	Jason	R	Income	8/31/2011	10/10/2012
355646079	Allen	Gary	P	Income	8/31/2011	10/10/2012
662040952	Alvins	Rodney	R	Income	8/31/2011	10/10/2012
807787521	Bentley	Dierks	F	Income	8/31/2011	10/10/2012
688020701	Black	Clint	P	Income	8/31/2011	10/10/2012
193009537	Brooks	Garth	P	Income	8/31/2011	10/10/2012
240183925	Brown	Zac	P	Income	8/31/2011	10/10/2012
522690465	Bryan	Luke	F	Income	8/31/2011	10/10/2012
538279128	Cagle	Chesa	P	Income	8/31/2011	10/10/2012
282065655	Carey	Mariah	R	Income	8/31/2011	10/10/2012
210964316	Carler	Jane	P	Income	8/31/2011	10/10/2012
520299952	Cash	Johnny	P	Income	8/31/2011	10/10/2012
520296697	Cash	Roseanne	P	Income	8/31/2011	10/10/2012
966555522	Chesney	Kenny	F	Income	8/31/2011	10/10/2012
66209666	Church	Eric	F	Income	8/31/2011	10/10/2012
846622868	Clark	Terri	R	Income	8/31/2011	10/10/2012
320736361	Cline	Patry	R	Income	8/31/2011	10/10/2012
287877765	Coe	David	P	Income	8/31/2011	10/10/2012
530885456	Crow	Gheryl	P	Income	8/31/2011	10/10/2012
948944864	Cumington	Billy	P	Income	8/31/2011	10/10/2012
576476934	Cyrus	Billy	P	Income	8/31/2011	10/10/2012
584565751	Denver	John	P	Income	8/31/2011	10/10/2012
538935907	Evans	Sara	P	Income	8/31/2011	10/10/2012
876652590	Gayle	Crystal	P	Income	8/31/2011	10/10/2012
195299033	Gill	Vince	F	Income	8/31/2011	10/10/2012
512717076	Greenwood	Lee	R	Income	8/31/2011	10/10/2012
980784412	Haggard	Marie	R	Income	8/31/2011	10/10/2012
214063709	Hans	Emmylou	F	Income	8/31/2011	10/10/2012
443872856	Hartman	Lisa	F	Income	8/31/2011	10/10/2012
716114177	Hill	Faith	F	Income	8/31/2011	10/10/2012
666836766	Ingram	Jack	P	Income	8/31/2011	10/10/2012
813071143	Jackson	Alan	P	Income	8/31/2011	10/10/2012
702136927	Jennings	Waylon	P	Income	8/31/2011	10/10/2012
212117460	Judd	Vivynona	P	Income	8/31/2011	10/10/2012
884580533	Keith	Toby	P	Income	8/31/2011	10/10/2012
223236465	Krauss	Alison	R	Income	8/31/2011	10/10/2012
144275553	Lambert	Msanda	F	Income	8/31/2011	10/10/2012
787682308	LeDoux	Chris	F	Income	8/31/2011	10/10/2012
319271424	Lowless	Patty	R	Income	8/31/2011	10/10/2012
100735107	Lynn	Loretta	R	Income	8/31/2011	10/10/2012
884589463	McBride	Marina	F	Income	8/31/2011	10/10/2012
281099467	McCoy	Neal	P	Income	8/31/2011	10/10/2012



From the **Index**, expand **FRAM** and select **Eligibility Import Wizard**.

Click **New Import Mapping**.

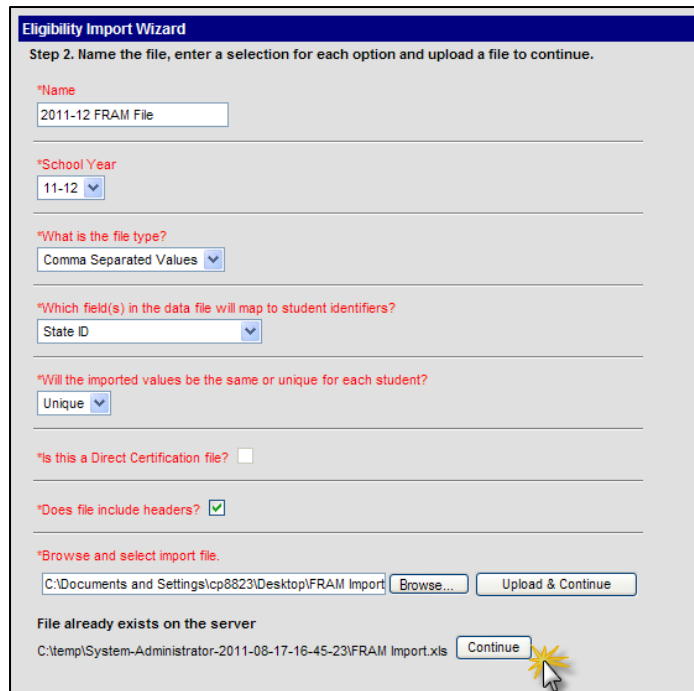
Enter *Name*, *School Year*, *File Type* (use *Comma Separated Values* if the file is in *.CSV format).'

Select which field to map to student identifiers (*State ID* is recommended).

If students are a mix of *Free*, *Reduced* and/or *Paid*, select *Unique* under *Values*.

Check *Direct Certification* and *Headers* as appropriate.

Browse for the file and click **Upload & Continue**.



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Map the fields listed.

Enter the *Sequence* (from the Raw Data File) and click **Map Field(s)**.

Click **Next**.

Eligibility Import Wizard

Name	File Location	Format	Column Count	Row Count
2011-12 FRAM File	C:\Temp\System-Administrator-2011-08-17-16-52-49\FRAM Import.csv	Comma Separated Values	10	72

Raw Data File

1	2	3	4	5
Student's State ID	Last Name	First Name	Eligibility	Certification Type
780612017	Adkins	Trace	F	Income
380621902	Aldean	Jason	R	Income

Mapped Data Field(s)

StateID
780612017
380621902
355046078
662040892

Step 3. Select mapping. Indicate the position of the data field(s) from the imported Raw Data File then select "Map Field(s)". This mapping will be used to match the data in the import file to student identifiers existing in the database. Select "Next" to continue.

Name	Seq in Data File	Map to Data Field	Strip Leading Zeros
StateID	1	student.stateID	<input type="checkbox"/>

Map Field(s)

Previous Next

Eligibility Import Wizard

Name	File Location	Format	Column Count	Row Count
2011-12 FRAM File	C:\Temp\System-Administrator-2011-08-17-16-52-49\FRAM Import.csv	Comma Separated Values	10	72

Raw Data File

4	5	6	7
Eligibility	Certification Type	Eligibility Start Date	Eligibility End Date
F	Income	8/31/2011	10/10/2012
R	Income	8/31/2011	10/10/2012

Import Data Field(s)

No columns defined

Step 4. Select "Set Value" to map each field from the imported Raw Data File to a field in the database. Review the mapped fields in the Import Data Field(s) section above. This mapping will import a unique value for each student in the file. Select "Next" to continue.

Import Data Field	Seq in Data File	Set Value
Eligibility	4	Set Value
Certified Type	5	Set Value
Start Date	6	Set Value
End Date	7	Set Value

Data File Eligibility	Campus Eligibility
F	Free
R	Reduced
P	Paid

Save

Set *Values* for the field(s) listed.

Enter *Sequence* numbers.

Click **Set Value**. Enter the mapping requested.

Click **Save**.

Repeat for all fields.

Click **Next**.

Eligibility Import Wizard

Name: 2011-12 FRAM File C:\temp\System-Administrator-2011-08-17-16-52-49\FRAM Import.csv Format: Comma Separated Values Column Count: 10 Row Count: 72

Raw Data File	Import Data Field(s)
4	Eligibility
5	Certified Type
6	Start Date
7	End Date

Step 4. Select "Set Value" to map each field from the imported Raw Data File to a field in the database. Review the mapped fields in the Import Data Field(s) section above. This mapping will import a unique value for each student in the file. Select "Next" to continue.

Import Data Field	Seq in Data File	Set Value
Eligibility	4	<input type="button" value="Set Value"/>
Certified Type	5	<input type="button" value="Set Value"/>
Start Date	6	<input type="button" value="Set Value"/>
End Date	7	<input type="button" value="Set Value"/>

Eligibility Import Wizard

Name: 2011-12 FRAM File C:\temp\System-Administrator-2011-08-17-16-52-49\FRAM Import.csv Format: Comma Separated Values Column Count: 10 Row Count: 72

Raw Data File	Import Data Field(s)
4	Eligibility
5	Certified Type
6	Start Date
7	End Date

Step 5. Confirmation Review. Verify the criteria for accuracy. To make changes, select "Previous" to return to the appropriate screen.

This mapping will be used to match the data in the import file to student identifiers existing in the database.

Name	Seq	Map to Data Field	Strip Leading Zeros
StateC	1	student.stateD	No

This mapping will import a unique value for each student in the file.

Import Data Field	Seq in Data File
Eligibility	4
Certified Type	5
Start Date	6
End Date	7

You may Test or Import your file. *In file Campus recommends testing the file before importing into the database.*

Include Updated Records Detail on report

Verify that all fields are correctly sequenced and mapped.

Click **Test**.

Check the *Error/Warning* list. Make necessary corrections.

Once satisfied with **Test** results, return to **FRAM** and click **Import**.

Montana State
Created on 08/17/2011 05:02:19 PM Page 1 of 1

Eligibility Import Report

THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.

Summary

New	Ended	Removed	Existing	Errors/Warnings
70	0	0	0	1

Error/Warning

ERROR 2001 - Multiple matches found for Student State ID '34209560' (2 matches).

Existing Eligibility Records

Name	School Year	Start Date	End Date	Eligibility	Certified Type

Not Excluded

Application Name	Reference #	Children	Action

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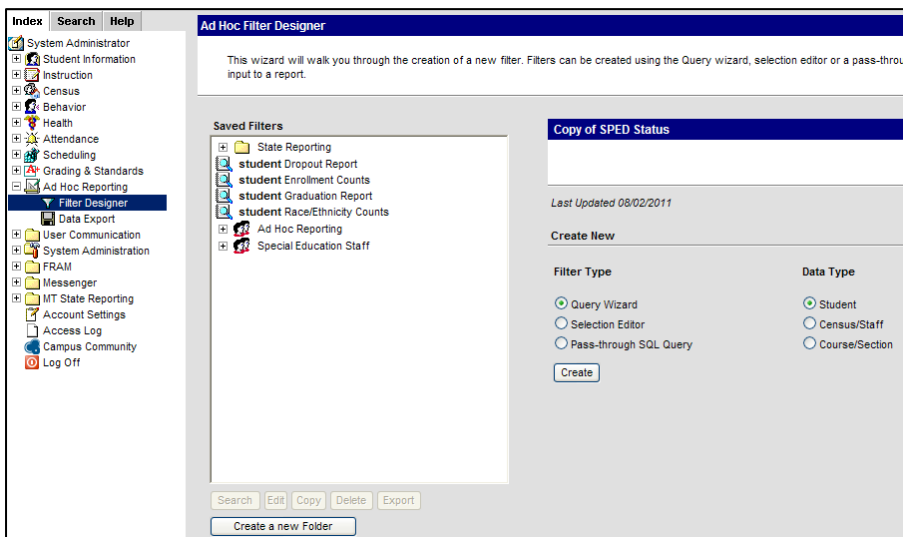
FRAM: Direct Entry

FREE/REDUCED MEAL REPORTS

Ad Hoc reports can be used to verify the accuracy of Free/Reduced Meal data entered into **FRAM**.

From the **Index**, expand **Ad Hoc Reporting**. Select **Filter Designer**.

Under **Create New**, select **Filter Type: Query Wizard** and **Data Type: Student**. Click **Create**.



Ad Hoc Query Wizard - Field Selection

*Query Name:

Short Description:

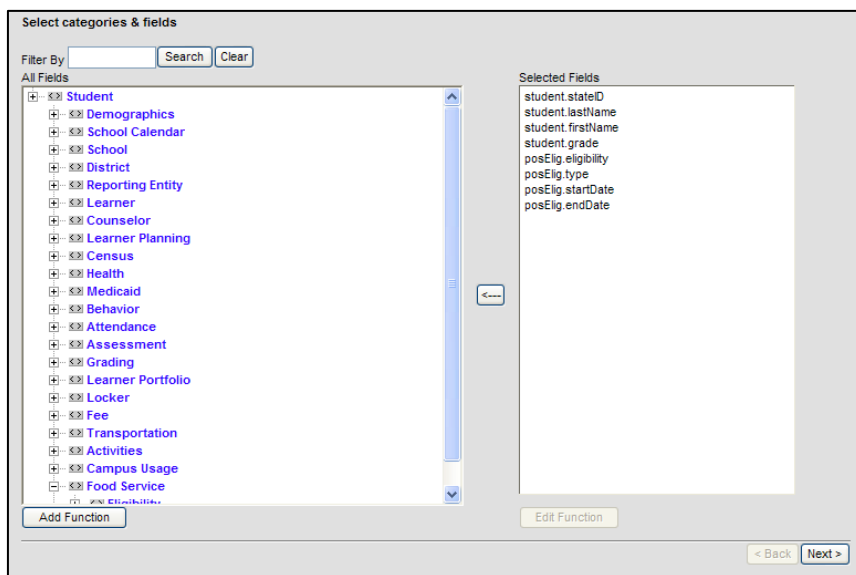
Long Description:

Give the query a name. Enter a *Short and Long Description* if desired.

Expand/close sections by clicking the plus (+) and minus (-) signs next to the name.

Choose the following fields:

- **Demographics**
 - *stateID*
 - *lastName*
 - *firstName*
 - *grade*
- **Food Service**
 - **Eligibility**
 - *eligibility*
 - *type*
 - *startDate*
 - *endDate*



Click **Next**.

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For Field *posElig.eligibility*, select Operator "IN" and Value "F,R".

For Field *posElig.endDate*, select Operator > and Value 10/03/2011.

Click **Next**.

Ad Hoc Query Wizard - Filter Parameters

*Query Name: Free/Reduced Meal Verification

Short Description: Students who are identified as either Free or Reduced Lunch

Long Description: Students with the code F: Free or R: Reduced.

Filter the data

Field	Operator	Value
student.stateID		
student.lastName		
student.firstName		
student.grade		
posElig.eligibility	IN	F,R
posElig.type		
posElig.startDate		
posElig.endDate	>	10/03/2011

Save To: User Account
Folder: /

User Groups

Save Save & Test

< Back Next >

Format the output file/report.

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.stateID	<input checked="" type="checkbox"/>						
student.lastName	<input checked="" type="checkbox"/>	2	Ascend				
student.firstName	<input checked="" type="checkbox"/>	3	Ascend				
student.grade	<input checked="" type="checkbox"/>	1	Ascend				
posElig.eligibility	<input checked="" type="checkbox"/>						
posElig.type	<input checked="" type="checkbox"/>						
posElig.startDate	<input checked="" type="checkbox"/>						
posElig.endDate	<input checked="" type="checkbox"/>						

Save To: User Account
Folder: /

User Groups

Save Save & Test

< Back Next >

The district may choose their own **Sequence** and/or **Sort** criteria.

Column Header, Alignment, and Formatting are optional.

Click **Next**.

Grouping and Aggregation of the data allows users to group results by type and produces a count of that type.

For example, Free/Reduced Meal counts can be grouped by *grade*, then *status* – producing a count of students with Free or Reduced by grade, then individual counts of both Free and Reduced.

Free/Reduced Meal Verification Total Records:5

All Records

student.grade 01

posElig.eligibility F

student.stateID	student.lastName	student.firstName	student.grade	posElig.eligibility	posElig.type	posElig.startDate	posElig.endDate
807787521	Bentley	Dierks	01	F	I	08/31/2011	09/28/2012
212117740	Judd	Wynonna	01	F	I	08/31/2011	09/28/2012

posElig.eligibility F Records: 2

posElig.eligibility R

student.stateID	student.lastName	student.firstName	student.grade	posElig.eligibility	posElig.type	posElig.startDate	posElig.endDate
355046078	Allen	Gary	01	R	I	08/31/2011	09/20/2012

posElig.eligibility R Records: 1

student.grade 01 Records: 3

student.grade 05

posElig.eligibility F

student.stateID	student.lastName	student.firstName	student.grade	posElig.eligibility	posElig.type	posElig.startDate	posElig.endDate
526379128	Cagle	Chris	05	F	I	08/31/2011	09/28/2012

posElig.eligibility F Records: 1

student.grade 05 Records: 1

student.grade KF

posElig.eligibility F

student.stateID	student.lastName	student.firstName	student.grade	posElig.eligibility	posElig.type	posElig.startDate	posElig.endDate
780612017	Adkins	Trace	KF	F	I	08/31/2011	09/20/2012

posElig.eligibility F Records: 1

student.grade KF Records: 1

All Records Records: 5

Group the data into sections that can have aggregates/sub-totals

Grouping	Group by	Group Order
Tier 1	student.grade	Ascending
Tier 2	posElig.eligibility	Ascending
Tier 3		Ascending
Tier 4		Ascending
Tier 5		Ascending

Aggregate/Sub Total by Aggregate Type

Aggregate Type	Record Count
student.stateID	

Save To: User Account
Folder: /

User Groups

Save Save & Test

Click **Save** or **Save & Test**.

Return to the **Index**. Choose Year 11-12 and a school.

Expand **Ad Hoc Reporting** and select **Data Export**.

From **Saved Filters**, select **Free/Reduced Meal Verification**. Choose an **Export Format**.

Click **Export**.

Judd, Wynonna
Grade:01 #67 DOB:05/10/2005 Gender:F

Eligibility

Save New Delete

Eligibility Editor

Eligibility	State Code	Certified Type	Start Date	End Date	School Year
Free	F	Income	08/31/2011	09/28/2012	10-11

Eligibility Detail

*Eligibility: Reduced

*Certified Type: Income

Application Name: _____

*School Year: 10-11

*Start Date: 08/31/2011 *EndDate: 09/28/2012

Reference Number: _____

State Eligibility Code: F : Free

Verify the numbers of students in each program type. If students are missing or have an incorrect eligibility, return to the **FRAM** module and make corrections to each student.

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