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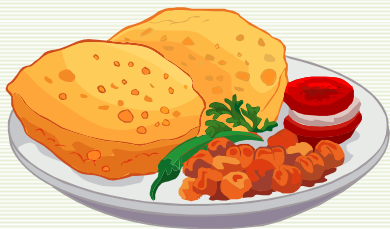
**Quick Reference Guide:**

## ***FRAM: Direct Entry***

*This guide will help districts navigate the new FRAM module in 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 4*

August 2011

## 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 Grades

Save Delete Print Enrollment History New

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

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

**Eligibility**  
New

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: [Dropdown]  
\*Certified Type: [Dropdown]  
Application Name: [Text]  
\*School Year: [Dropdown]  
\*Start Date: [Calendar] \*EndDate: [Calendar]  
Reference Number: [Text]  
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: [Dropdown Menu Open]  
\*Certified Type: [Dropdown]  
Application Name: [Text]  
\*Start Date: [Calendar] \*EndDate: [Calendar]  
Reference Number: [Text]

Free  
Reduced  
Paid  
Non-reimbursable

August 2011

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 year '11-12' is selected and highlighted. Other fields visible include '\*Certified Type', 'Application Name', 'Reference Number', '\*Start Date', and '\*End Date'.

The screenshot shows a search results page for a student named 'Adkins, Trace'. The search criteria are 'Year: 11-12' and 'School: Cascade School'. The student's details are displayed, including:
 

- Grade: KF #1, DOB: 08/25/2006, Gender: M
- Person Information: PersonID 837, Name Adkins, Trace, Gender M, Race Ethnicity White, Federal Designation 6: White, Race(s) White, Hispanic/Latino N: No, Race/Ethnicity Determination.
- Birth Date (Age: 4): 08/25/2006
- Student Number: 1, State ID: 780612017
- Person GUID: F60DF419-9FE8-4E3D-938E-F51396B788E7

 A list of other search results is visible on the left side of the page.

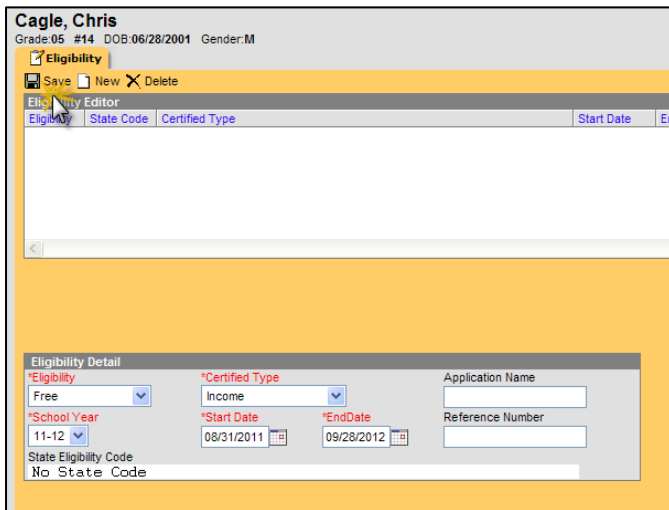
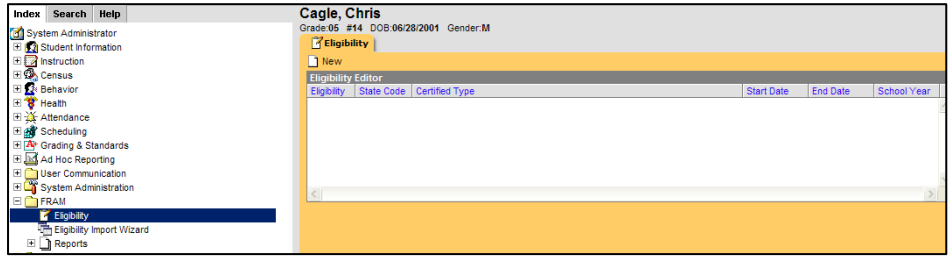
### ENTERING FRAM DATA

Choose **Year 11-12** and a school. Click the **Search** tab. **Search for a: Student**. Click **Go**.

A list of student enrolled in that school for the 11-12 year will appear under **Search Results**.

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

Click the **Search** tab. Select the first student in the **Search Results** to enter Free/Reduced Meal data for.



Click **New**.

Enter *Eligibility*, *Certified Type*, *School Year*, *Start Date* and *End Date*.

Click **Save**.

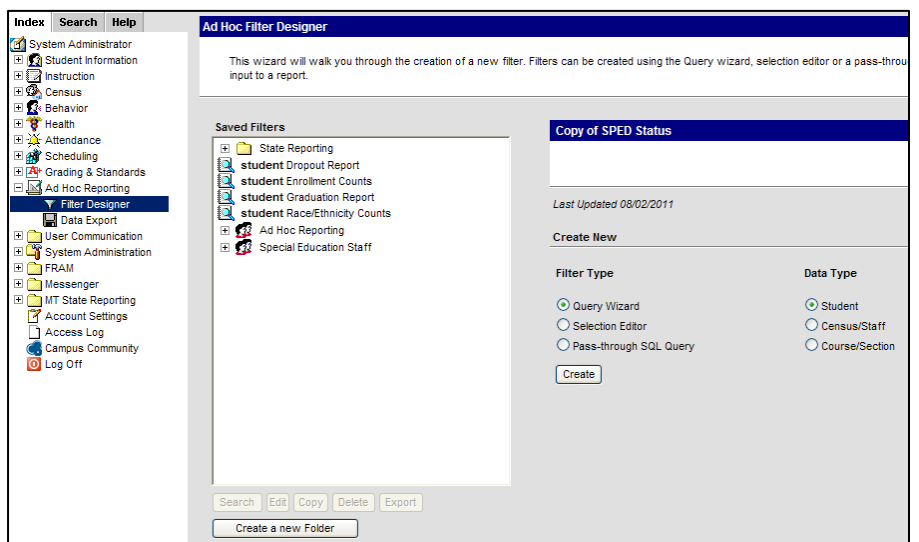
Repeat for each student with Free/Reduced Meal eligibility.

## 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**.



August 2011

**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*

Select categories & fields

Filter By:  Search Clear

All Fields

- [-] Student
  - [-] Demographics
  - [-] School Calendar
  - [-] School
  - [-] District
  - [-] Reporting Entity
  - [-] Learner
  - [-] Counselor
  - [-] Learner Planning
  - [-] Census
  - [-] Health
  - [-] Medicaid
  - [-] Behavior
  - [-] Attendance
  - [-] Assessment
  - [-] Grading
  - [-] Learner Portfolio
  - [-] Locker
  - [-] Fee
  - [-] Transportation
  - [-] Activities
  - [-] Campus Usage
  - [-] Food Service
    - [-] posElig.eligibility

Selected Fields

- student.stateID
- student.lastName
- student.firstName
- student.grade
- posElig.eligibility
- posElig.type
- posElig.startDate
- posElig.endDate

Add Function Edit Function

< Back Next >

Click **Next**.

**Ad Hoc Query Wizard - Filter Parameters**

\*Query Name:

Short Description:

Long Description:

Filter the data

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

Save To:  User Account Folder:

User Groups

Save Save & Test

< Back Next >

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

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

Click **Next**.

August 2011

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

**Column Header, Alignment, and Formatting** are optional.

Click **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 >

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

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

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.

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

student.stateID	Record Count

Save To:  User Account  
Folder: /

User Groups

Save Save & Test

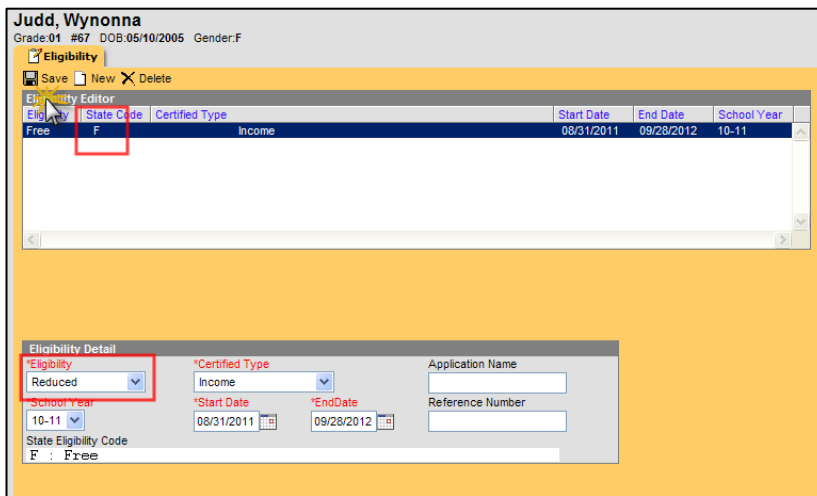
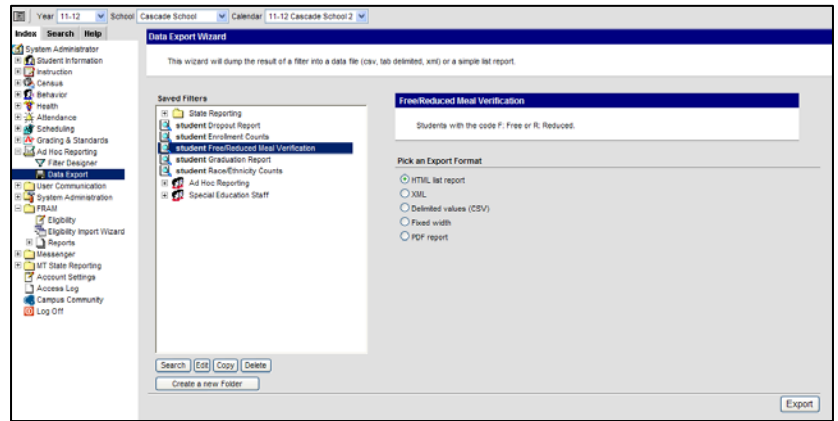
August 2011

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**.



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.