

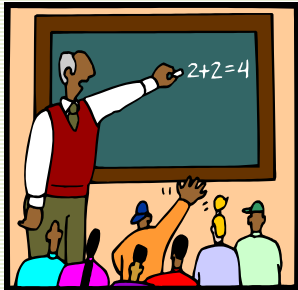
Quick Reference Guide:

Program Participation Collection

This guide explains the process for entering/updating Program Participation Data for students enrolled on the Fall and Test Window count dates and at the time of the End of Year Collection.

Topics covered in this Quick Reference Guide include:

- *Step-by-Step for Program Participation Collection*
- *Entering Program Participation Data*
- *Data Verification*



For more information about reporting participation in specific programs, see the Program Participation Verification Guide.

Program Participation data is collected three times per year:

Fall Program Participation data is used to determine student participation in state and federal programs – including Title I, Free/Reduced Meals, LEP (Limited English Proficient), Homeless programs, etc. The collection looks at student participation **as of 10/3/2016 (Fall Count Date)** and must be completed **by October 14, 2016**.

Test Window Program Participation data is used to determine sub-groups for AYP calculations. Sub-groups are calculated by Race/Ethnicity, Meal Status (Free/Reduced Lunch), Limited English Proficiency (LEP Status) and Immigrant Status. The collection looks at student participation **as of 3/21/2017 (Test Window Count Date)** and must be completed **by April 4, 2017**.

End of Year Program Participation data is also used to determine student participation in state and federal programs. The collection looks at student participation **as of the last day of the school year** and must be completed **by June 16, 2017**.



Before beginning this process, there are a few considerations:

- 1. What are the steps to complete the Program Participation Collection?**
 - Steps are listed on page 2. Districts must ensure the enrollment records for all students are properly updated (new students entered and students who have left properly exited) and Program Participation data is accurately entered for all students enrolled on the count dates. *page 3*
- 2. Can I upload data electronically into AIM?**
 - Yes, users may upload a file created by the district's Student Information System (SIS) or created using an Excel Template provided by OPI. *pages 4 and 5*
- 3. How do I mark students as being eligible for Free or Reduced Meal status? Limited English Proficiency?**
 - Identify students who are eligible for Free or Reduced Meals in the FRAM module. *page 8*
 - Identify students who have Limited English Proficiency in the LEP tool. *page 8*
- 4. How do I verify the data I entered is accurate?**
 - The "[Program Participation Verification](#)" guide explains how to verify your data.

STEPS TO COMPLETE THE PROGRAM PARTICIPATION COLLECTION

Please follow these steps to complete this collection (instructions in this guide):

1. Update all enrollments to be accurate as of:
 - October 3, 2016 (Fall Enrollment Count Date) OR
 - March 21, 2017 (Test Window Count Date) OR
 - The last day of school (End of Year)

This is critically important, since missing or inaccurate student enrollments will not be accurately reported for the Program Participation Collection. Specifically, be sure that:

- a. Start Date and Start Status is correctly entered for each enrolled student.
 - b. End Date and End Status is correctly entered for each student who has left the school, including Hi SET (formerly GED) students.
2. Enter Program Participation information into the ENROLLMENT tab using Direct Entry or File Uploads. *page 4*

The following information is collected on the Enrollment tab under “State Reporting Fields”:

Military Connected Status	Immigrant (date entered US school)
Title 1	21st Century
Title I Instructional Services (by type)	Foreign Exchange
Title I Support Services (by type)	Gifted/Talented
Title I Part A Neglected	Homeless (and type of overnight residence)
Title I Part D Delinquent	Unaccompanied Youth
Receives Supplemental Educational Services (SES)	Section 504

3. Enter the Program Participation information for Job Corps and MT Youth Challenge on the FLAGS tab using Direct Entry (file upload not available). *page 6*
4. Modify enrollment records for students participating only in MT Digital Academy courses. *page 6*
5. Students who are in licensed day treatment require special reporting treatment. See [Day Treatment - Reporting Students in AIM](#).
6. Use the FRAM module to enter Free and Reduced Meal Status. *page 8*
7. Use the LEP Tool to report students identified as Limited English Proficient (LEP). *page 8*
8. Lock the current IEP for each special education student. *page 9*
9. Re-sync data. *page 10*
10. Verify data - Proceed to the “Program Participation Verification” guide for instructions. *page 10*



ENTER PROGRAM PARTICIPATION DATA IN THE ENROLLMENT TAB

Program participation data can either be entered using Direct Entry or uploaded into AIM.

- See instructions for creating and amending enrollments in the [AIM New Users Guide](#).

Direct Entry

To directly enter Program Participation data into the student's current enrollment record:

Choose **Year 16-17** and a school. Click the **Search** tab. **Select Student**. Click **Go**.

Choose a student and select the **Enrollments** tab. Click on the current enrollment record to open it.

Scroll to the **State Reporting Fields**. The fields required for Program Participation are:

- Military Connected Status*
- Title 1
- Title I Instructional Services (by type)
- Title I Support Services (by type)
- Title I Part A Neglected
- Title I Part D Delinquent
- Receives Supplemental Educational Services (SES)
- Migrant (IGNORE)**
- Immigrant (date entered US school)
- 21st Century*
- Foreign Exchange
- Gifted/Talented
- Homeless (and type of overnight residence)*
- Unaccompanied Youth
- Section 504

After entering all relevant program participation information, click **Save**.

STOP Enrollments must be accurately entered as of 1) October 3, 2016; 2) March 21, 2017; or 3) the last day of school before proceeding.

NOTES:

* Once the student is identified any time during the year in **Military Connected Status, 21st Century, or Homeless**, do not unmark the status for the remainder of the year.

Ignore the **Migrant box, which will be checked and maintained by the OPI Migrant Program staff.

File Upload (OPTION 1 - Extract File)

Districts may have an option to create an extract file from their district Student Information System (SIS) to upload the Program Participation data into AIM. Follow instructions from your SIS vendor to create an upload file in the *.tsv or *.txt format.

- Demographics and enrollments (uploaded) records in AIM must be up to date prior to this program participation upload. (See [Beginning of Year Verification](#) guide, page 10 of that guide)

After creating the extract file from the SIS system, upload it as follows:

From the **Index**, expand **MT State Reporting/ MT Data Upload**. For **Import Type**, select **Program Participation**. For **Work to Perform**, select **Validate and Test File**. Browse for the *.tsv or *.txt file. Click **Upload**.

The screenshot shows the 'State Data Import' window. On the left is a navigation menu with 'MT State Reporting' expanded to 'MT Data Upload'. The main content area has instructions for selecting 'Import Type' and 'Work To Perform'. Below these instructions are 'Import Options' with dropdowns for 'Import Type' (Program Participation) and 'Work to Perform' (Validate and Test File). There are buttons for 'Browse...' and 'Upload' next to the file path. A 'Submit to Batch' button is also present. Below that, there is an 'Or' section with a 'Result File' dropdown showing '08/28/2014 12:14:01 (COMPLETE)' and a 'Load' button.

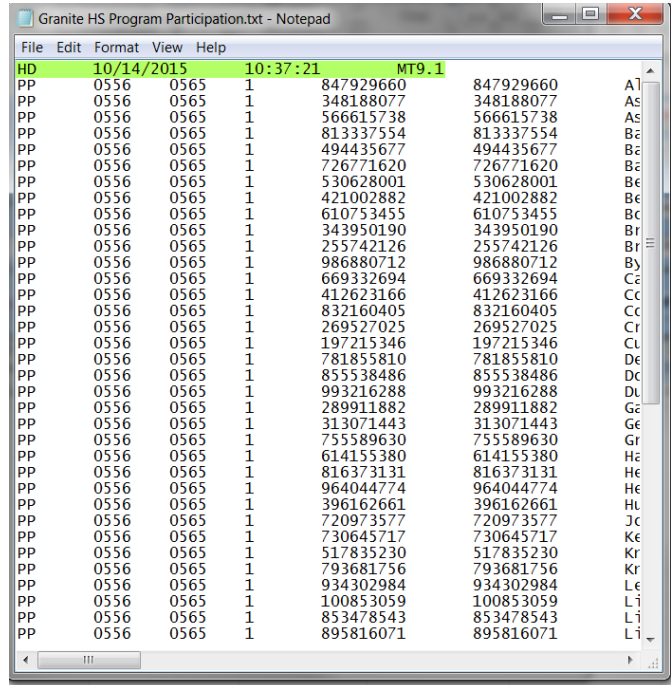
Check the **Import Results Summary** for *Errors and Warnings*. The *Errors* must be corrected before uploading. The *Warnings* are messages about potential issues with uploading students; please check these thoroughly before proceeding with the upload. .

When all *Errors* have been cleared and *Warnings* checked, change the **Work to Perform** to **Load Partial File**. The **Import Type** should be **Program Participation**. Browse for the file and **click Upload**.

This screenshot shows the 'Import Options' section of the interface. The 'Import Type' dropdown is set to 'Program Participation' and the 'Work to Perform' dropdown is set to 'Load Partial File'. The file path remains the same. The 'Submit to Batch' button is visible. Below the 'Or' section, the 'Result File' dropdown shows '08/28/2014 12:14:01 (COMPLETE)' and the 'Load' button is present.

After entering all data, delete the first three rows of the file and save as a *.tsv or *.txt file. Open the *.tsv or *.txt file and **insert the header row** (HD tab date tab time tab MT9.1). Save the file.

Follow the instructions to upload the file, see above.



ENTER PROGRAM PARTICIPATION IN THE FLAGS TAB - Job Corps, Youth Challenge

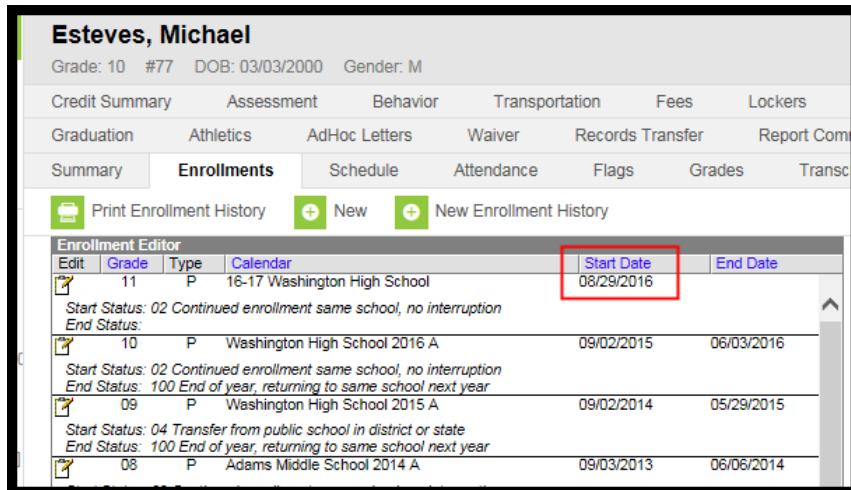
Participation in Job Corp and Youth Challenge is indicated in AIM by entering a flag on the Flags tab in the student enrollment. This must be done manually, since there are no upload options for the Flags tab.

Students enrolled in Job Corps or MT Youth Challenge may be enrolled at the district if they meet certain requirements.

- For more specific information about enrollment requirements and reporting students in AIM, see the [MT Programs - Montana Youth Challenge](#) and the [MT Programs – MT Programs Job Corps & MTDA](#) reference guides.

Job Corps and Youth Challenge students must have:

- 1) An enrollment in the district. On the **Enrollments** tab, the Start Date is the student’s entrance to the school year at this school.



2) A flag on the **Flags** tab showing participation in the program.

When the student starts the Jobs Corps or Youth Challenge Program, *click* **Flags**.

Under **Flags**, *Click* **New**, *Select* **Job Corps** or **MT Youth Challenge**.

Enter the **Start Date** of the student's participation in the program.

- If a student has left Job Corps or Youth Challenge, enter the Exit Date.

NOTE: A student who takes a HiSET (formerly known as GED) test at the center must be exited prior to the student's test date. On the Enrollment record, enter the End Date and the non-dropout code of 175-Transfer to Montana Youth Challenge.

Esteves, Michael
Grade: 10 #77 DOB: 03/03/2000 Gender: M

Credit Summary Assessment Behavior Transportation Fees Lockers
Graduation Athletics AdHoc Letters Waiver Records Transfer Report Com
Summary Enrollments Schedule Attendance **Flags** Grades Transcr

Save Delete New

Student Flag Editor

Flag	Start Date	End Date	User Warning
Part B Early Intervening Services			

Student Flag Detail

Flags: JOBCORPS: Job Corps

*Start Date: [] End Date: [] Eligibility Start Date: [] Eligibility End Date: []

User Warning: []

ADJUSTING ENROLLMENTS FOR MT DIGITAL ACADEMY STUDENTS

MT Digital Academy students are enrolled through public school districts and are enrolled in AIM the same as other students. No additional enrollment data is needed in AIM.

- If a student is primarily enrolled in any other type of school (e.g., home school, private school, etc.) and is enrolled in the public school only to access the MT Digital courses, report the student with **Service Type** of *S: Partial*.

FRAM MODULE

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

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

For more detailed information on entering FRAM data see the [FRAM Direct Entry or File Upload](#) guide.

The screenshot shows the FRAM module interface for student Michael Esteves. The left sidebar contains a navigation menu with 'FRAM' and 'Eligibility' highlighted. The main content area displays the 'Eligibility' section, including a table of eligibility records and an 'Eligibility Detail' form.

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date	Opt Out Med.	Opt Out SCHIP
15-16	Meal	Paid	N	Income	09/02/2015	10/05/2016		

The screenshot shows the LEP TOOL interface for student Michael Esteves. The left sidebar contains a navigation menu with 'LEP' highlighted. The main content area displays the 'LEP' section, including a form for 'Active LEP Record' and a 'Message from webpage' dialog box.

Message from webpage: Home Primary Language must be added to Census for Michael Esteves before LEP records can be added.

LEP TOOL

The ELP test is given to students with a current identification as Limited English Proficient (LEP) by a local school district.

For each LEP student, **Enter a Language of Impact** and **Home Primary Language** on the student's **Demographics** tab.

On the **LEP** tab, **Enter Program Status** and **Date 1st Identified as LEP**.

- For an LEP student determined to be proficient by the district, enter **Date English Proficient**. Their Program status becomes **02: Former LEP**.

For more detailed information on entering students as LEP, see the [LEP Tool Guide](#).

LOCK CURRENT/COMPLETED IEPs

The completed IEP for each special education student must be locked for the Fall and Test Window counts.

From **Search**, select the student by last name. Click **Go**.

From the **Index**, select **Student information/Special Ed/General**. Click **Documents**.

Highlight the IEP in the **Documents List**. Note that the Document Detail lists “**Locked: No**”, so the IEP must be locked. To lock it, click Lock/Unlock. The Document Detail will change to “**Locked: Yes**”.

The screenshot shows a user interface for a student named Kade Burns. At the top, the student's name is displayed, followed by their grade (01), ID number (#642997717), date of birth (01/23/2009), and gender (M). Below this are tabs for Summary, Team Members, Documents, and Contact Log. A toolbar contains icons for Open, Lock/Unlock, Copy, Amend, Delete, and Print, along with an Upload Document button. The main area is titled 'Documents List' and shows a tree view of documents organized by year: 2015-2016 (7), 2014-2015 (8), and 2013-2014 (7). Under 2015-2016, there are Plans (2), MT Supplemental Documents (1), and Progress Reports (3). The 'Plans' folder is expanded, showing two items: 'MT IEP (03/08/2016-03/07/2017)' (highlighted) and 'MT IEP (03/10/2015-03/09/2016)'. The 'MT Supplemental Documents' folder contains 'MT Outcome Measures 3-6 (03/10/2015-03/09/2016)'. At the bottom, a 'Document Detail' section is visible, with a red box around the 'Locked: No' status. The detail includes the document's date (03/08/2016 - 03/07/2017), created date (02/26/2016), last modified date (06/21/2016), and modified by (Administrator, System).

NOTE: Use the **Print** option to view a locked IEP. Using the **Open** option will unlock the IEP and may cause it to be ineligible for state reporting or have legal ramifications.

Index Search Batch Resync Selective Sync

System Administrator

- Student Information
- Census
- Behavior
- Health
- Attendance
- Scheduling
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- Program Admin
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- System Administration
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 - Data Utilities
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 - Student
 - Student Portfolio
 - User Security
- FRAM
- MT State Reporting
- Data Integrity Tools
- Account Settings
- Access Log

State Data Resynchronization

This tool will selectively resynchronize data from the district edition to the state edition. The resynchronization will happen asynchronously and you will receive a notification when it completes. The primary uses for this tool include forcing an initial sync of data to the state after a district goes live, forcing a sync of information modified outside of the application (i.e., through a SQL query) to the state, and forcing a sync of information at reporting time to ensure that the state has the most accurate and timely information available.

Resync Data For The Current School Year (2016-2018)

Check dependencies

<input type="checkbox"/>	District Objects	Last Resync	Results	Status Legend
<input checked="" type="checkbox"/>	[+] District	06/17/2016 00:06:03	Processed: 1 Errors: 0	
<input checked="" type="checkbox"/>	[+] School	06/17/2016 00:06:04	Processed: 3 Errors: 0	
<input checked="" type="checkbox"/>	[+] Calendar	06/17/2016 00:06:04	Processed: 3 Errors: 0	
<input type="checkbox"/>	CourseSection	05/25/2016 12:32:30	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	[+] ScheduleStructure	06/17/2016 00:06:04	Processed: 3 Errors: 0	
<input type="checkbox"/>	TermSchedule	05/25/2016 12:32:30	Processed: 3 Errors: 0	
<input type="checkbox"/>	[+] PeriodSchedule	05/25/2016 12:32:30	Processed: 3 Errors: 0	
<input type="checkbox"/>	Day	05/25/2016 12:32:30	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	[+] StructureGradeLevel	06/17/2016 00:06:04	Processed: 3 Errors: 0	
<input checked="" type="checkbox"/>	[+] PersonIdentity	06/17/2016 00:06:04	Processed: 238 Errors: 0	
<input type="checkbox"/>	BehaviorType	05/25/2016 12:32:30	Processed: 0 Errors: 0	
<input type="checkbox"/>	BehaviorResolutionType	05/25/2016 12:32:30	Processed: 0 Errors: 0	
<input type="checkbox"/>	BehaviorResponseType	05/25/2016 12:32:30	Processed: 0 Errors: 0	
<input type="checkbox"/>	Behavior	05/25/2016 12:32:30	Processed: 0 Errors: 0	
<input type="checkbox"/>	CensusContactSummary	05/25/2016 12:32:30	Processed: 169 Errors: 0	
<input type="checkbox"/>	ContactLog	05/25/2016 12:32:31	Processed: 0 Errors: 23	
<input type="checkbox"/>	Employment	05/25/2016 12:32:31	Processed: 15 Errors: 0	
<input type="checkbox"/>	EmploymentAssignment	05/25/2016 12:32:31	Processed: 80 Errors: 0	
<input type="checkbox"/>	EmploymentBackground	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	EmploymentCredential	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	[+] Enrollment	06/17/2016 00:06:04	Processed: 264 Errors: 0	
<input type="checkbox"/>	Graduation	05/25/2016 12:32:31	Processed: 89 Errors: 0	
<input type="checkbox"/>	[+] Roster	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	RosterVerificationRequest	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	RosterVerificationSection	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	RosterVerificationSectionStaff	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	RosterVerificationSectionStudent	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	Evaluation	05/25/2016 12:32:31	Processed: 25 Errors: 21	
<input type="checkbox"/>	[+] TeamMember	05/25/2016 12:32:31	Processed: 206 Errors: 0	
<input type="checkbox"/>	[+] Plan	06/16/2016 23:01:02	Processed: 451 Errors: 2	
<input type="checkbox"/>	PlanProgressReport	05/25/2016 12:32:31	Processed: 292 Errors: 6	
<input type="checkbox"/>	Form	05/25/2016 12:32:31	Processed: 281 Errors: 0	
<input type="checkbox"/>	HealthScreening	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	ImmCertificate	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	LBP	05/25/2016 12:32:31	Processed: 3 Errors: 0	
<input type="checkbox"/>	LepService	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	LepAccommodation	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	MedicalInsurance	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	POBEligibility	05/25/2016 12:32:31	Processed: 55 Errors: 0	
<input type="checkbox"/>	ProgramParticipation	05/25/2016 12:32:31	Processed: 340 Errors: 0	
<input type="checkbox"/>	PublishedTabCustomStudent	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	[+] Test	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	TestScore	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	TranscriptCourseSE	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	VaccineShot	05/25/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	PersonIdentityNoStateIDOnly	05/25/2016 12:32:30	Processed: 0 Errors: 0	

Send Resync

RESYNC DATA

A data sync is required for all file uploads. It is recommended to sync data before collection due dates.

This process syncs the data from Montana Edition and District Edition schools to the State for use in state reporting.

From the **Index**, expand **System Administration/Data Utilities/Resync State Data**. If syncing data from the 2016-17 year, set the *Year* to 2016-17. If syncing data from the 2015-16 year, set the *Year* to 2015-16.

To sync **Enrollments** check the box for *Enrollment*. All connected data elements will automatically populate.

At the bottom, click **Send Resync**.

The green radio buttons indicate a successful resync of data, and a message will appear in the **Process Inbox**.

DATA VERIFICATION

The first step in the data verification process is to make sure the data is correct at the district level! This may involve a dialogue with specific program staff, including the Title I Director, SPED Director, lunch staff, etc.

If the data in the district's local Student Information System (SIS) is incorrect, the data in the AIM MT Edition will likely be incorrect as well.

Once the data is transferred to AIM (either by direct entry or file upload), there are numerous tools in Infinite Campus to verify data, including the **Student Information Reports** (see instructions on following pages) and the **Ad Hoc Reporting** tool.

The [Program Participation Verification Guide](#) explains how to use these reports and tools to verify data accuracy and completeness.



For assistance please contact the OPI AIM Help Desk at opiainhelp@mt.gov or 1-877-424-6681.