

AIM Newsletter ~ April, 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 User Groups

The OPI AIM staff have gathered together volunteers from districts around the state to set up two user groups for the purpose of improving communication and collaboration between the districts and the OPI AIM staff.

The **AIM District Edition User Group** and the **AIM Montana Edition User Group** meet quarterly in separate meetings with the OPI AIM staff to network with their peers and provide input on matters that include, but are not limited to: AIM data collections and state reporting; needs for technical assistance; timing of version updates; solutions for district and state challenges with state reporting; and mentoring other districts that use similar systems.

The meetings are held in Helena and, simultaneously, online. This allows for the option of attending the meeting without traveling to Helena. This also allows for anyone interested to attend a meeting. We might run out of seats in Helena, but the online meeting is available to all!

The **AIM MT Edition User Group** will meet on Thursday, May 11th, 2017. Here is a link to the preliminary [Agenda](#).

The **AIM District Edition User Group** will meet on Thursday, June 22nd, 2017. We should have an agenda out for that meeting soon.

We invite anyone interested to email Candi Standall at cstandall@mt.gov so she can make the arrangements and get you hooked up!

Accessible Web Content

In the next few months you might notice some changes to the AIM website, including the formatting for the user guides and emails, as we work to create web content that is accessible to all users of all abilities according to the [World Wide Web Consortium's \(W3C's\) Web Content Accessibility Guidelines \(WCAG\) 2.0 Level AA](#) and the [Web Accessibility Initiative Accessible Rich Internet Applications Suite \(WAI-ARIA\) 1.0](#) for web content and functionality.



Current & Upcoming Collection 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 Website](#) under AIM Data Collection Guides.

- ✓ [End of Year Collection Checklist](#) (May 8th – June 16th)
- ✓ [Program Participation Checklist](#) (May 8th – June 16th)
- ✓ [Average Daily Attendance \(ADA\) Checklist](#) (June 1st – June 30th)

Infinite Campus Version Update Schedule

2016-17 School Year:	
Scheduled Update (weekend of)	Versions
April 29, 2017	1705, 1709
July 7, 2017	1713, 1717

Springtime in AIM Means it is Time To...

- ✓ Verify that all students have an enrollment and no overlaps: “*Index>Student Information>Reports: >Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap.*”
- ✓ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes](#).)
- ✓ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)
- ✓ Verify that all completed Special Education ERs and IEPs are locked.
- ✓ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. ([MT Programs: Job Corps & MTDA](#) and/or [MT Programs: Youth Challenge](#))
- ✓ Notify State if any grade levels at a school are changing for next year.
- ✓ Follow the OPI [End of Year Collection Guide](#) to:
 - Create calendars for next year.
 - Roll-over enrollments for next year (enrollments may be uploaded at beginning of next year as part of the Beginning of Year Collection.)
 - End all current year enrollments.
 - Verify Graduation data (Diploma type, Diploma date and Diploma period).

- ✓ Verify Data using State Published Ad Hoc Reports: “*Index>Ad Hoc Reporting>Filter Designer>>+State Published>student EOY Missing End Date or Status.*”
- ✓ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition or MT Edition Value Added users only).



Did You Know?

- The “No Show” box on a student’s Infinite Campus enrollment is not used in Montana. If that box is checked, that enrollment will not “show” at the state level in AIM.
- Infinite Campus University (ICU) offers free pre-recorded webinars to anyone wanting to learn more about Infinite Campus. You’ll find them on the Campus Community News Page under the headline: FREE ICU Recorded Webinar Sessions. First, you will need to be logged in to Campus Community. Should you need to set up an account, please refer to the OPI AIM user guide [Creating a Campus Community Account](#).
- When combining duplicate student records in Infinite Campus, the most important thing is to keep the record with the ***original state ID number!*** After that, you go back and fix any errors that need fixing on that record. If you need help determining which ID is the oldest, please don't hesitate to contact the OPI AIM Help Desk at 877-424-6681 or 406-444-3800, or email opiaimhelp@mt.gov for assistance!

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!

Meet the OPI AIM Support Team



Gail Harms

AIM Data Resource Administrator

406-444-3494

gharms@mt.gov

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

406-444-3495

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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:

opiainhelp@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.

AIM Montana Edition User Group Meeting Agenda

May 11th, 2017 – 9:00 a.m. to 12:00 p.m.
OPI Training Room –1227 11th Avenue, Helena, MT

9:00 – 9:15 a.m. Welcome, Introductions and Agenda Review

~ Gail Harms, OPI

9:15 – 10:30 a.m. Work in Progress at OPI

~ Gail Harms, OPI

- » Services offered to districts.
- » Moving Behavior/Discipline collection to Infinite Campus is still in progress.
- » Validation/Certification project for dropout, graduates and cohorts.
- » ESSA Chronic Absenteeism.
- » OPI Cases at Infinite Campus.
- » New Items on AIM Website

10:30 – 10:45 a.m. Break

10:45 – 11:45 a.m. Presentation(s) as Requested by Districts ~TBA

11:45 a.m. – 12:00 Noon Next Meeting Date and Topics

- » Feedback Forms

Thank you!!