EOY Program Participation Collection & Data Verification Guide

AIM User Guide

This guide explains the process for entering/updating Program Participation Data for students enrolled as of the last day of the school year.

Update/ENTER ALL enrollments as of:
- **THE LAST DAY OF SCHOOL (End of year)**

Topics covered in this Quick Reference Guide include:

- Adding program data for students
- Programs to be entered and verified for each collection
- Extracurricular Activities
- Ad Hoc Reports
- Resync Data

Deadlines:
- End of Year Program Participation data must be completed by **June 30, 2023**

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 30, 2023.

NOTE: **Job Corps, MT Youth ChalleNGe, and Indian Language Programs: The data for these three programs are collected during the Fall and/or Spring Enrollment Count Collections. They are included in this guide as reminders that Job Corps and MT Youth ChalleNGe student's enrollment end date and status may need to be updated at the end of year for students in these programs.**

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Data Checklist:

- ❑ Verify that all students have an enrollment record and **no overlaps**.
- ❑ Verify demographic data
  - o Using Ad Hoc > State Published > Student TWDM Demographic Check 2021-22 (new report)
- ❑ Verify Program Data

  - ❖ Military Connected Status
  - ❖ Title I
  - ❖ Title I Instructional Services (By Type)
  - ❖ Title I Support Services (By Type)
  - ❖ Title I Part A Neglected
  - ❖ Title I Part D Delinquent
  - ❖ Immigrant (Date Entered Us School)
  - ❖ Foreign Exchange
  - ❖ 21st Century Participants
  - ❖ Gifted/Talented Evaluated; Gifted/Talented Identified
  - ❖ Homeless/Unaccompanied Youth
  - ❖ Free and Reduced Meal Status
  - ❖ English Learner
  - ❖ Special Education
  - ❖ Section 504 Module
  - ❖ Extracurricular Activities

- ❑ Verify Behavior data is entered in preparation for end of year reporting.
- ❑ Verify Data using State Published Ad Hoc Reports: *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student EOY*
- ❑ Resync enrollment data after uploading files and/or running a process.

Program Data Elements and Verification

This section defines each data element required for the **EOY Program Participation Collection** and shows where it is entered in AIM/Infinite Campus.

A.) Military Connected Status

Districts are <u>required</u> to report the **Military Connected Status** of enrolled students. Once the student has been identified in AIM/Infinite Campus as Military Connected, <u>do not remove</u> the military data for the remainder of the school year. For more information about the data being collected, see Military Connected Student Data Items in AIM.

- ❖ The data is reported on the student under their **Enrollment** tab in these fields:
  - ✓ On the **State Start Status**
  - ✓ On the **State End Status**
  - ✓ And in the **State Reporting Fields** section on **Military Connected Status**.
  - ✓ Click **Save** after making changes.

B.) Title I Targeted Assistance Program:

These fields can be found under the **Enrollment** tab for the student. Students participating in the **Targeted Title I** program require:
- ✓ A check in the **Title I** box.
- ✓ A check the **Title I Instructional Services** or **Support Services** for each of the services the student is receiving.

Note: : If the school has been designated as School-wide Title I, and <u>no students</u> should be marked as **Title I Targeted Assistance Participants** then an amendment must be made in eGrants.

C.) Title I Part A Neglected:

Check the **Title 1, Part A Neglected** box if the school provides Title 1, Part A services to students who resides in a local neglected facility, such as group home, foster home, treatment, or residential facility.

D.) Title I Part D Delinquent:

In the drop-down box under **Title 1, Part D**, select the type of program in which the delinquent student participates (if the district tis providing services).

01: Local Delinquent Program – Student is in a local detention center or correctional facility – student may attend school or school is providing service at the facility.

02: Local At-Risk Program – Student is a returning dropout or at risk for being a dropout and the school is providing additional educational services.

03: State Agency Delinquent Program – Students in Pine Hills who are still enrolled in their local school.
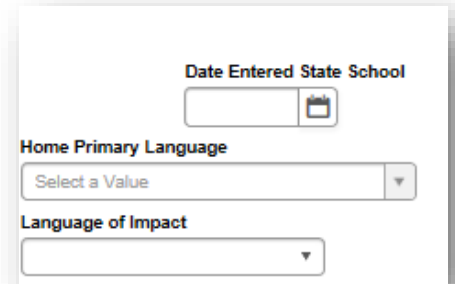
Other Program Participation

Under the **Enrollments** tab there is a section titled **Other Program Participation**. Check the designated program box for a student that that qualifies for the programs outlined below.

A.) Immigrant:

Students who have attended a US school for less than 3 full academic years (enrollment does not have to be continuous) are *Immigrant*. To indicate an Immigrant student be sure to check the **Immigrant** box AND enter a **Date Immigrant Entered US School.** Next, enter the students **Home Primary Language** and **Language of Impact** located under the **Demographics** tab.

   a. **Home Primary Language** is the language that the student first used to communicate at home.
   b. **Language of Impact** is the language other than English that influences the student's English language development. ([MCA 20-9-330](#))

B.) 21st Century Participant:

Report 21st Century Participants according to federal reporting. Identify students from your school who participate in 21st Century Community Learning Centers (21st CCLC), either in your school or in a local community-based program. Once a student is marked as 21st Century Participant, they must remain marked for the duration of the school year.
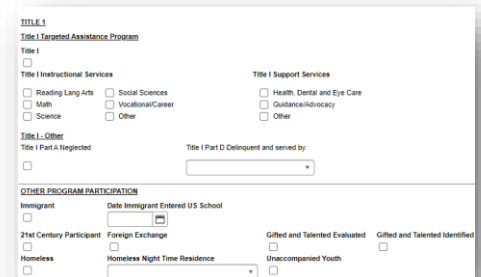
C.) Foreign Exchange:

Foreign Exchange students are residents of another country who come to a US school for short-term educational purposes under a recognized foreign exchange program. Foreign Exchange students in grade 11 must be tested, but their scores are excluded from AYP calculations.

D.) Gifted/Talented Evaluated & Gifted/Talented Identified:

Check the "Gifted and Talented Evaluated" box if the student has been evaluated or screened according to the district's policy of gifted and talented identification. The evaluation could have taken place in a previous year. This includes all students who have been evaluated whether they ended up qualifying for gifted services or not.

Check the "Gifted and Talented Identified" box if the student has been identified as gifted and talented based on the district's policy. This would include all students who have been evaluated and **qualify** for gifted services. A student needs to have been evaluated either by the current district or previous district to be considered Identified.

E.) Homeless / Unaccompanied Youth:

Homeless is selected if the student was homeless <u>at any time</u> <u>during the school.</u> Once a student is marked as Homeless, do not remove the indicator throughout the remainder of the school year, *even if the student is no longer homeless.*

If the student is living on their own (i.e., they do not reside with a parent or court appointed legal guardian), also mark **Unaccompanied Youth**. Only select the **Homeless Nighttime Residence** or **Unaccompanied Youth** when the **Homeless** box is selected. A **Nighttime Residence** selection is required once **Homeless** is marked:

        01: Shelters
        02: Doubled up (living with another family)
        03: Unsheltered (cars, parks, campgrounds)
        04: Hotels/Motels

Adding or Editing Program Participation Data in Students Enrollment:

A.) Manually Adding or Editing Program Participation data in the Enrollment Screen

1. Select the **Search** tab.
2. Select **Student** from the drop-down menu**.**
3. Enter the student's last name and click *Go.*
4. Select the student's name.
5. Click on the **Enrollments** tab at the top.
6. Open the enrollment record and scroll to the **State Reporting Fields** and scroll to the **Title I Targeted Assistance Program** section or the **Other Program Participation** section.
7. Change the incorrect data element or add information per student as needed.
8. Click *Save*. Repeat for each program student.

B.) MT Edition Districts That Upload their Data – How to add and/or correct Program Participation Data Using a File Upload:

A demographic and enrollment upload should have already been completed for every student in the Program Participation Upload. **It is recommended that small number of changes or updates be made manually. Any large number of changes we recommend using the Program Participation Upload Template.** If you choose to do an upload, please ensure you have the most current version of the OPI AIM upload file template by retrieving the template directly from our [AIM Upload Templates web page](#).

Uploading Program Participation Data into Infinite Campus from your Student Information System (SIS)
Path: MT State Reporting > MT Data Upload > Program Participation

1. From the **Index**, select **MT State Reporting.**
2. Select **MT Data Upload**.
3. Select **Import Type** : *Program Participation*
4. *Select **Work to Perform** : *Validate and Test*.* NOTE:*(This will only test the file- no student data will be uploaded. Also, do not attempt to upload or test more than one file at a time.)*
5. Browse for the file and click **Upload**.
6. Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and export a new file.
7. Rename the file and upload the file again (to re-check for errors). If it is error free, repeat the steps above except choose **Upload File** from the Work to Perform field. *(This will upload student data.)*

Programs Outside of the Enrollment Tab

A.) English Learners (EL)
PATH: INDEX > STUDENT INFORMATION > PROGRAM PARTICIPATION > ENGLISH LEARNERS (EL)

The EL test is given to students to identify a student as EL. For more information on EL students, use the EL Tool Guide.

B.) Foster Care
Path: Index > Student Information > Program Participation > Foster Care

If the student that you believe is in Foster Care is not marked Foster Care in the Ad Hoc Report. Please contact Amber Buchanan at 406-444-2736

C.) Special Education
PATH: INDEX > STUDENT INFORMATION > SPECIAL ED > GENERAL

For the End of Year Collection please verify accuracy of data for students receiving Special Education Services in your district at the beginning of school but not receiving services in your district by 6/30/22.

Ensure completed IEPs and ERs are locked, and Special Education exit dates and exit reasons are current in the Special Education exiting system.

D.) FRAM Module
Path: Index > FRAM

The **FRAM** module allows districts to track changes to the **Free/Reduced Meal** status throughout the year. Additional information on FRAM is available in the FRAM Direct Entry and File Upload Guide.
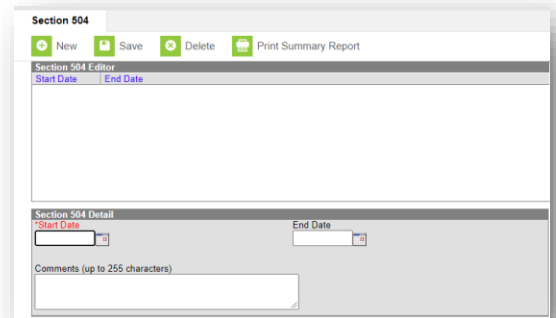
E.) Section 504
PATH > INDEX > STUDENT INFORMATION > PROGRAM PARTICIPATION > SECTION 504

Students identified as 504 participants may be entitled to certain test accommodations. The **Section 504** field is located under its own module, under **Index, Student Information**, **Program Participation**, **Section 504**. If a student receives test accommodations but is not marked as either Special Education or 504, the test may be invalidated and assigned a score of **Novice.** *Only create a 504 record if a student has an active 504 plan on the Count Date.*

These records can be manually entered or entered via the Section 504 Import Template using MT Data Upload process used for other MT data imports such as the Fall Count, Spring Count etc. Note: Section 504 is no longer located on the Program Participation Import Template and now has its own template.

1. In the **Search** tab, select **Student** from the drop-down menu and enter the students name: *Last, First*. Click **Go**.
2. In the **Index** tab, select **Student Information**. Select **Program Participation**.
3. Select **Section 504**.
4. Enter a **Start Date.**
5. Enter an **End Date** (not required).
6. Enter any relevant comments (not required).
7. Click **Save**.

F.) Extracurricular Activities

To ensure that extracurricular activities are included in the ensuing year's ANB count, enter the number of completed extracurricular activities in the fields below the attendance count fields. Non-Public of Home School students should have a separate enrollment for their participation in extracurricular activities in a separate extracurricular only calendar. See the AIM Extracurricular Activities user guide for more information about enrolling students for participation in extracurricular activities.

Data Verification and Reminders:

Verifying Data – Enrollment and demographic data
PATH: INDEX > STUDENT INFORMATION > REPORTS :

- ❖ Duplicate ID
- ❖ Enrollment Status
- ❖ Enrollment Overlap
- ❖ Enrollment Summary
- ❖ State Enrollment Verification and State Enrollment Overlap

Verifying Data - Ad Hoc Reporting
PATH: INDEX > AD HOC REPORTING > FILTER DESIGNER > STATE PUBLISHED

State Published Ad Hoc reports are created by the OPI AIM staff and can be used to verify state reported data. These Ad Hoc reports are organized by AIM Collection and are titled with the abbreviation of the AIM collection and the program name. They are in Infinite Campus on the index tab under Ad Hoc Filter Designer in the 'State Published' folder. When a new report is published to the district, an alert will show under Process Alerts within Infinite Campus on the main workspace page. For further tips on using the State Published ad hoc filters, see the State Published Ad Hoc Filters AIM user guide for more information   (For districts who want to create their own ad hoc reports, see the Ad Hoc Report user guide.)

Remember - If the data in the district's local Student Information System (SIS) is incorrect, the data in the Infinite Campus MT Edition and AIM State Edition will also be incorrect.

Once the data is transferred/uploaded to AIM/Infinite Campus, there are numerous tools in Infinite Campus to verify data, including the **Student Information Reports** and the **Ad Hoc Reporting** tool found in the **Index** tab as described above.

Resync Data

PATH: Index > System Administration > Data Utilities > Resync State Data

Resyncing your data to the state ensures that the most recent records are on file with the state.

1. From the banner at the top, select the **Year** and **School.**
2. Select the **Index** tab**.**
3. Select **System Administration.**
4. Select **Data Utilities.**
5. Select **Resync State Data.**
6. Check the box for **Enrollment.** All associated boxes will automatically populate.
7. At the bottom of the window, click **Send Resync**.

NOTE: A data resync is required after changes are completed and before data collection due dates.

For specific program questions, please see the AIM Staff Directory

FOR ASSISTANCE, PLEASE CONTACT THE OPI AIM HELP DESK AT 1-877-424-6681 OR
Submit an AIM Help Desk Ticket