

AIM User Guide: Program Participation Data Verification

THIS GUIDE EXPLAINS HOW TO VERIFY THE VARIOUS PROGRAM PARTICIPATION DATA ELEMENTS ENTERED IN AIM/INFINITE CAMPUS.

TOPICS COVERED IN THIS QUICK REFERENCE GUIDE INCLUDE:

- CREATING STUDENT INFORMATION REPORTS
- CREATING AD HOC REPORTS
- USING AD HOC REPORTS
- DATA CORRECTIONS
- STEP-BY-STEP GUIDE TO DATA ELEMENTS AND VERIFICATION
- RACE/ETHNICITY
- JOB CORP, YOUTH CHALLENGE, MT DIGITAL ACADEMY
- SPECIAL EDUCATION
- FRAM
- GIFTED/TALENTED EVALUATED & IDENTIFIED
- INDIAN IMMERSION LANGUAGE PROGRAM
- 21ST CENTURY PARTICIPANTS

DEADLINES

- **FALL PROGRAM PARTICIPATION COLLECTION REPORTS**
PARTICIPATION OF STUDENTS ENROLLED AS OF OCTOBER 4, 2021 (FALL COUNT DATE) AND MUST BE **COMPLETED BY OCTOBER 20, 2021.**
- **TEST WINDOW PROGRAM PARTICIPATION COLLECTION**
REPORTS PARTICIPATION OF STUDENTS ENROLLED AS OF APRIL 7, 2022 (TEST WINDOW COUNT DATE) AND MUST BE **COMPLETED BY MAY 27, 2022.**
- **END OF YEAR PROGRAM PARTICIPATION COLLECTION**
REPORTS PARTICIPATION OF STUDENTS ENROLLED AS OF THE LAST DAY OF SCHOOL AND MUST

Program Participation Data Verification Guide

AIM User Guide

Data Verification is an important process at the district level to ensure the data entered into AIM/Infinite Campus is the same as the data in the district's Student Information System (SIS). Program Participation Data Verification must be done prior to the final due date for the **Fall, Test Window, and End of Year Program Participation Collections.**

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FAQ:

1. WHEN SHOULD I VERIFY THE PROGRAM PARTICIPATION DATA?

- **Fall Program Participation Collection** reports participation of students enrolled as of October 4, 2021 (Fall Count Date) and must be **completed by October 20, 2021**.
- **Test Window Program Participation Collection** reports participation of students enrolled as of April 7, 2022 (Test Window Count Date) and must be **completed by May 27, 2022**.
- **End of Year Program Participation Collection** reports participation of students enrolled as of the last day of school and must be **completed by June 30, 2022**.

2. WHICH REPORTS ARE AVAILABLE IN INFINITE CAMPUS TO HELP VERIFY DATA?

Several canned reports are available within Infinite Campus to verify student data.

3. WHAT ARE AD HOC REPORTS? HOW ARE THEY CREATED?

Ad Hoc Reports are custom reports created by districts or by the OPI AIM Staff to verify specific data elements.

4. ONCE I'VE CREATED AD HOC REPORTS, HOW DO I USE THEM?

Ad Hoc Reports can be saved, printed, exported to Excel, or used to generate custom searches in Infinite Campus. They can either be saved for use only by the creator of the filter or can be shared with other district users.

5. HOW DO I MAKE A CHANGE IF I FIND AN ERROR IN MY DATA?

Errors may be corrected directly in the student's enrollment record or a district may re-upload the Program Participation Data.

6. WHAT DATA ELEMENTS SHOULD I VERIFY?

The Step-by Step Guide to Data Elements explains data elements and how to verify each one.

7. WHAT IS FRAM AND HOW DO I USE IT?

FRAM is the module for Free/Reduced meal status in Infinite Campus. Data can be entered into FRAM either using direct entry or a file upload.

NOTE: The Job Corps, MT Youth ChalleNGe, and Indian Language Programs are uploaded/entered via Fall and/or Spring Enrollment Count Collections. They are mentioned in this user guide because they are technically 'programs', however, they are not entered into AIM/Infinite Campus via the Program Participation Upload. Also, starting in the 2020-21 school year, there are new federal requirements to identify students participating in the 21st Century program. (see page 6)

Ad Hoc Reporting

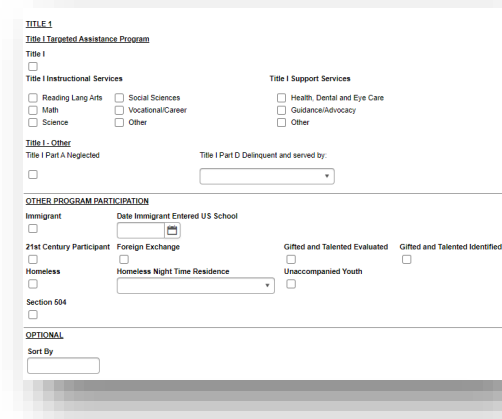
PATH: INDEX > AD HOC REPORTING > FILTER DESIGNER

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 located 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](#).)

Correcting Program Participation Data

A.) Manually Correcting 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.
8. Click **Save**. Repeat for each program student.



B.) MT Edition Districts That Upload their Data – How to correct Program Participation Data Using a File Upload

Verify that the information is correct in the district's Student Information System. Then, Export Program Participation data from your Student Information System. Create an export file from your Student Information System. Populate the [Program Participation Template](#). Save the file in either *.txt or *.tsv format. **NOTE:** The Program Participation Template is used for all programs with the exception of MT Youth Challenge, Job Corps, FRAM, EL, Section 504, and Indian Language Immersion Programs; these programs are entered via separate uploads and must be corrected separately.

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.)*

Program Data Elements and Verification

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

A.) Military Connected Status

Districts are required to report the **Military Connected Status** of enrolled students. Once the student has been identified in AIM/Infinite Campus as Military Connected, do not remove 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.

Military Connected Status
Student is a dependent of a member of:

- 01: The United State Military (Army, Navy, Air Force, Marines, or Coast Guard)
- 02: Active Duty National Guard
- 03: Active Duty Reserve Force of the US Military
- 04: Transitioning out of Active Duty to National Guard or Reserve

*** Start Date**
08/22/2019

End Date

*** State Start Status**
40: Military Connected: Transfer from public school in district or state

01: First time receiving educational services
02: Continued enrollment same school, no interruption
03: Re-entry to the same school after withdrawal
04: Transfer from public school in district or state
05: Transfer from public schi under NCLB schi choice
06: Transfer from an out of state school
07: Transfer from a school from out of the country
08: Transfer from a private school within the state
09: Transfer from home school within the state
10: Transfer from a MT state-funded school
20: Transfer from Montana Youth Challenge
40: Military Connected: Transfer from public school in district or state
60: Military Connected: Transfer from an out of state school
80: Military Connected: Transfer from a school out of the country

State End Status
100: End of year, returning to same school next year
105: Change in grade level during regular school year
110: Promoted to another school in the same district
120: Transfer to a public school in the same district
130: Transfer to public schi under NCLB schi choice
140: Transfer to public schi in another district in MT
145: Military Connected: Transfer to public school in another district in MT
150: Transfer to a MT state-funded school
155: Military Connected: Transfer to a school out of the country
160: Transfer to a private school in the state
170: Transfer to a home school in the state
175: Transfer to Montana Youth Challenge
180: Transfer to a school out of state
185: Military Connected: Transfer to a school out of state
190: Transfer out of the country
210: Medical care or treatment, eligible to return
220: Enrolled in a foreign exchange program
230: Enrolled in an early admissions college program
240: Withdrawn, under age for compulsory school att

B.) Job Corps, Youth ChalleNGe and MT Digital Academy Students

Students in **Job Corps** or **Youth ChalleNGe** and in grade 11, and students in **MT Digital Academy (MTDA)** in grades 3-8 and 11 and enrolled at least quarter time (more than 180 hours) are required to test. Tests or est barcode labels for MT Youth ChalleNGe students should be sent directly to the Youth ChalleNGe program (or the designated test coordinator for Youth ChalleNGe) if the students were identified during the Assessment Registration Collection.

- Students in Job Corps or Youth ChalleNGe are identified on the **Enrollments** tab: Check the boxes under the Fall and or Spring Aggregate Hours fields to indicate their participation in these programs.
- If the student **exits** the Job Corps or Youth ChalleNGe Program, enter **End Date** and **End Status** in the **Enrollment** tab.
- Students who take a HiSET test at the Job Corps or Youth ChalleNGe site must be exited in AIM/Infinite Campus prior to the test date.
More information is available in the [Enrollment Exceptions for ANB User Guide](#).

ENROLLMENT DETAILS

Fall Enrollment Count
Fall Aggregate Hours of Inst. (F. 720 + hours)
Job Corps
Indian Lang. Immersion Prog.
Fall Absent (0.000)
MT Youth ChalleNGe
Exclude Fall ANB
Age 19 or 20 Eligible for ANB

Spring Enrollment Count
Spring Aggregate Hours of Inst. (F. 720 + hours)
Job Corps
Test Window Enrollment Count
Spring Absent (0.000)
MT Youth ChalleNGe
Exclude Spring ANB
Age 19 or 20 Eligible for ANB

C.) Indian Language Immersion Program:

Check the box located near the Fall Aggregate Hours field if a student is participating in this program.
Contact [Lona Running Wolf](#) for questions regarding ILIP

D.) 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, no students should be marked as **Title I Targeted Assistance Participants**.

E.) Title I Part A Neglected

For each student who resides in a local neglected facility, check the **Title I Part A Neglected** box – regardless of whether the district has a program grant to provide services or not. These facilities include group homes and other residential facilities.

Title I Targeted Assistance Program

Title 1
☐

Title I Instructional Services

<input type="checkbox"/> Reading Lang Arts	<input type="checkbox"/> Social Sciences
<input type="checkbox"/> Math	<input type="checkbox"/> Vocational/Career
<input type="checkbox"/> Science	<input type="checkbox"/> Other

Title I Support Services

<input type="checkbox"/> Health, Dental and Eye Care
<input type="checkbox"/> Guidance/Advocacy
<input type="checkbox"/> Other

Title I - Other

Title I Part A Neglected
☐

Title I Part D Delinquent and served by:

01: Local Delinquent Program
02: Local At Risk Program
03: State Agency Delinquent Facility

F.) Title I Part D Delinquent

If a student meets the criteria for **Title I Part A Neglected**, above, select the type of program in which the student participates (if the district is providing services) under **Title I Part D Delinquent and served by**.

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 or Riverside Correctional Center but still enrolled in a local school.

Title I Targeted Assistance Program

Title 1
☐

Title I Instructional Services

<input type="checkbox"/> Reading Lang Arts	<input type="checkbox"/> Social Sciences
<input type="checkbox"/> Math	<input type="checkbox"/> Vocational/Career
<input type="checkbox"/> Science	<input type="checkbox"/> Other

Title I Support Services

<input type="checkbox"/> Health, Dental and Eye Care
<input type="checkbox"/> Guidance/Advocacy
<input type="checkbox"/> Other

Title I - Other

Title I Part A Neglected
☐

Title I Part D Delinquent and served by:

01: Local Delinquent Program
02: Local At Risk Program
03: State Agency Delinquent Facility

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.

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

The screenshot shows a portion of a web form. At the top, there is a label 'Date Entered State School' above a date input field. Below this is a label 'Home Primary Language' above a dropdown menu with 'Select a Value' as the placeholder. Underneath is a label 'Language of Impact' above another dropdown menu.

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 in order to be considered Identified.

The screenshot shows a section of a web form titled 'OTHER PROGRAM PARTICIPATION'. It contains several checkboxes and labels: 'Immigrant', 'Date Immigrant Entered US School' (with a date picker), '21st Century Participant', 'Foreign Exchange', 'Homeless', 'Homeless Night Time Residence' (with a dropdown), 'Gifted and Talented Evaluated', 'Gifted and Talented Identified', and 'Unaccompanied Youth'.

For further questions, please contact our Gifted and Talented Program Specialist - Phone: 406-444-0688, Email: sara.kendrick@mt.gov

E.) Homeless / Unaccompanied Youth

Homeless is selected if the student was homeless at any time during the school. 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 other legal guardian), also mark **Unaccompanied Youth**. Only select the **Homeless Night Time Residence** or **Unaccompanied Youth** when the **Homeless** box is selected. A **Night Time 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

Programs Outside of the Enrollment Tab

English Learners (EL)

PATH: INDEX > CENSUS > PEOPLE

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

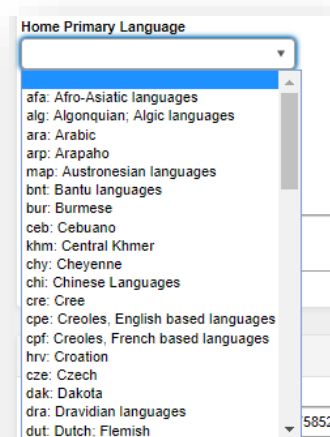
BEFORE IDENTIFYING A STUDENT AS EL, THE HOME PRIMARY LANGUAGE AND LANGUAGE OF IMPACT MUST FIRST BE SET:

PATH: SEARCH > STUDENT > DEMOGRAPHICS TAB

1. Select current **Year** and the **School** from the banner at the top of the screen in Infinite Campus.
2. Select **Index** tab.
3. Select **Census** to open and then **People** from the list.
4. Select the **Search** tab.
5. Choose **Student** from the drop-down menu.
6. Enter the student's name, *Last, First*, then select **Go**.
7. Select the **Demographics** tab.
8. In the **Person Information** section, locate the **Home Primary Language** drop down menu and the **Language of Impact** menu.
 - 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](#))
9. Click **Save**.

AFTER IDENTIFYING THE HOME PRIMARY LANGUAGE AND LANGUAGE OF IMPACT, INDICATE THEIR (EL) STATUS: PATH: INDEX > STUDENT INFORMATION > PROGRAM PARTICIPATION > ENGLISH LEARNERS (EL)

1. Select **Index** tab.
2. Select **Student Information**.
3. Select **Program Participation** and select **English Learners (EL)**. The EL module for the last student accessed will appear. (If the **Home Primary Language** is missing for the student, a pop-up window will appear with a warning that the information must be added.)
4. Select the **EL tab** to update with fields.



5. Enter the **Program Status – EL**
6. Enter the **Identified Date** – Date the student initially identified as EL.
7. Select **Save**.
8. If the student is enrolled in a Title III class that the district uses the grant funds for an EL class then select the **EL Services** tab. Select **New** and enter the **Start Date** and select Title III from the Service Type drop down. Select **Save**.

NOTE: A student previously identified as EL should be marked as *Program Status: Exited EL* (for up to 4 years). Once the district determines the student is "Proficient", the Program Status should be changed to "**Exited EL**" and the **Program Exit Date** should be entered. The **Program Exit Date** is not the date of the ELP test (if used as a means of determining proficiency), but rather the date the determination was made by the district.

Special Education

Special Education status is determined by a student's participation in Special Education services as of Count Date. Special Ed Participation is determined by the presences of an *active IEP* and *absence* of a **Special Ed Exit Date/Reason** on the Count Date.

The Special Education Status in the student's enrollment record is NOT used for state reporting, rather it is the **presence of a locked IEP that signals a student as being Special Ed.** **It is important to remember that only locked IEPs will sync up to the state database.** Students with unlocked IEPs will not be counted as being in Special Ed for AIM purposes.

FRAM Module

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

Additional information on FRAM is available in the [FRAM Direct Entry and File Upload](#).

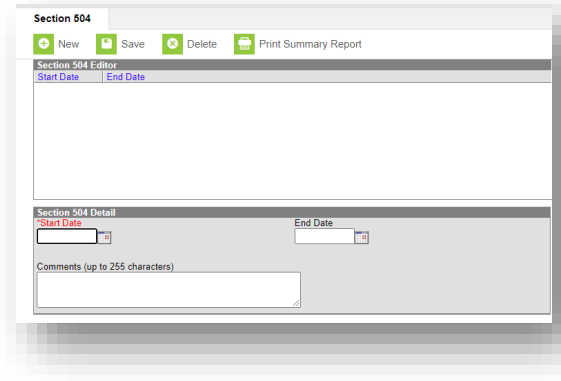
Section 504

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 it's 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**.



The screenshot shows a web application interface for managing Section 504 information. At the top, there's a header bar with the title "Section 504" and four action buttons: "New", "Save", "Delete", and "Print Summary Report". Below this is a sub-header "Section 504 Editor" with two tabs: "Start Date" and "End Date". The main content area is divided into two sections. The top section is a large empty box. The bottom section, titled "Section 504 Detail", contains a "Start Date" field with a calendar icon, an "End Date" field with a calendar icon, and a "Comments (up to 255 characters)" text area.

For further assistance, contact the OPI AIM Help Desk at 1-877-424-6681 or [Submit an AIM Help Desk Ticket](#)