#### <u>AIM User Guide:</u> Test Window Program Participation Data Verification

This guide explains the basic process for verifying Program Participation data as of the Test Window Count in AIM/Infinite Campus, as defined in <u>ARM</u> <u>10.56.101-105</u>

TOPICS COVERED IN THIS QUICK REFERENCE GUIDE INCLUDE:

- UPDATE STUDENT PROGRAM
   PARTICIPATION RECORDS
- VERIFY ACCURACY FOR STUDENT PROGRAM PARTICIPATION
- PERFORM A STATE RESYNC

#### **AIM DATA DICTIONARY**

REFER TO THE <u>AIM DATA DICTIONARY</u> FOR DETAILS AND GUIDANCE ON STATE REPORTED DATA ELEMENTS

# Test Window Program Participation Data Verification Guide

## <u>2022-2023</u>

#### AIM User Guide

The Test Window Collection is used to report Enrollment, Demographic, and Program Participation data for all students enrolled on the Test Window Count Date. This count includes students who are expected to be tested for federal reporting purposes.

The Test Window Collection data must be accurate **as of the Test Window Count Date**, **April 6, 2023**. If there are no classes held on that date, use the next regularly scheduled school day. Begin entering this data no later than **April 28, 2023**. Edits will be accepted through **May 26, 2023.** 

Verification is an important process at the district level to ensure the data entered into AIM/Infinite Campus is accurate. The OPI has created a number of Data Validation and Ad Hoc reports to assist with this process.

Please refer to the Test Window Enrollment & Demographic Collection guide to assist with reporting student enrollment and demographic data.

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## Data Checklist

- <u>Before</u> reviewing student Program Participation data, refer to the <u>Test Window Demographic and Enrollment</u> <u>Collection Guide</u> to review student demographic and enrollment information.
- Test Window Program Participation Collection includes the following program data elements. Refer to the <u>AIM Data Dictionary</u> for details/guidance on state reported data elements.
  - Military Connected Status
  - Title I
    - Title I Targeted Assistance
      - Title I Instructional Services (By Type)
      - Title I Support Services (By Type)
    - o Title I Other
      - Title I Part A Neglected
      - Title I Part D Delinquent
  - □ Immigrant/Date Entered US School
  - **21**<sup>st</sup> Century Participant
  - □ Foreign Exchange
  - **Gifted and Talented Evaluated; Gifted and Talented Identified**
  - □ Homeless/Night Time Residence/Unaccompanied Youth
  - □ Free and Reduced Meal Status (FRAM)
  - **English Learner (EL)**
  - □ Section 504
  - □ Foster Care [data maintained by the OPI, review for accuracy]
  - General Migrant [data maintained by the OPI, review for accuracy]
  - Special Education [based on locked documents and SPED State Reported Data, review for accuracy]
- Review accuracy of student lists for each program using Test Window Program Participation Validation Reports or State Published Ad Hoc Reports.
  - Run Test Window Validation Reports
    - Test Window Programs All Program Validation Report (NOTE: Individual Validation Reports also available for each program)
  - (OPTIONAL) Run Test Window State Published Ad Hoc Reports.
    - Test Windows Ad Hoc Reports available for each program (prefaced with TW).
    - Foster Care & Migrant Ad Hoc Reports available (prefaced with ALL)
    - o Special Education Ad Hoc Reports available for review of unlocked IEP/ER documents
- □ Resync enrollment data to the state when data has been completely entered and/or reviewed
  - **PATH (New Look): System Settings > Data Interchange Administration > Resync State Data Batch**
  - **PATH (OLD LOOK): SYSTEM ADMINISTRATION > DATA UTILITIES > RESYNC STATE DATA**

#### NOTE:

- Before running Data Validations Reports, ensure that Test Window Validation Groups are assigned to one or more User Groups. Only users assigned User Group membership will have access to view the reports.
- Run Validation Reports by both Local and State datasets.
  - o Local Dataset: Displays data in the School/District Database
  - State Dataset: Displays data synced to the State Database. This dataset is used for state reporting **purposes.** Run Resync State Data process if reports do not match.

## **Update Student Program Participation Data**

- A.) **District Edition Users:** Districts who maintain student records in Infinite Campus can manually update and maintain Program Participation data. Then **Resync** and continue to Data Validation reports to review the Program Participation data.
  - Manually Adding or Editing Program Participation data

PATH (New LOOK): MENU > STUDENT INFORMATION > GENERAL > ENROLLMENTS PATH (OLD LOOK): OLD LOOK: INDEX > STUDENT INFORMATION > GENERAL > ENROLLMENTS Program Participation reported in the Student Enrollment includes:

- Military Connected Status
- Title I
- Immigrant/Date Entered US School
- 21<sup>st</sup> Century Participant
- Foreign Exchange
- Gifted and Talented
- Homeless

PATH (New Look): MENU > STUDENT INFORMATION > ...VARIES BY PROGRAM (REFERENCE DATA ELEMENTS) PATH (OLD LOOK): OLD LOOK: INDEX > STUDENT INFORMATION > ...VARIES BY PROGRAM (REFERENCE DATA ELEMENTS) Program Participation reported outside of the Student Enrollment includes:

- Free and Reduced Meal Status (FRAM)
- English Learner (EL)
- Section 504
- Foster Care [data maintained by OPI, review for accuracy]
- Migrant [data maintained by OPI, review for accuracy]
- Special Education [based on locked documents and State Reported Data, review for accuracy]
- B.) **MT Edition Districts:** Districts who maintain student records outside Infinite Campus can update Program Participation data manually or by performing file uploads.

Demographic and enrollment uploads or changes should have already been completed for every student prior to uploading Program Participation data. It is recommended that small number of Program Participation changes or updates be made manually. Any large number of changes can be made using the applicable Upload Template. If you choose the file upload method, please use current versions of the OPI AIM file upload templates directly from the <u>AIM Upload Templates webpage</u>.

Test Window Program Participation Upload Templates include:

- Program Participation Template
- Section 504 Template
- Free and Reduced Application Management (FRAM) Template
- English Learners (EL) Template
- Uploading Program Participation Data into Infinite Campus from other Student Information System (SIS)

PATH (New Look): Reporting > MT State Reporting > MT Data Upload

PATH (OLD LOOK): INDEX > MT STATE REPORTING > MT DATA UPLOAD

- 1. Populate data in applicable Upload Template file manually or create an export from your Student Information System (SIS). Save the file to a location you can easily access.
- 2. Navigate to the **MT Data Upload** tool from the applicable path noted above.

- Choose Import Type: Program Participation, and Work to Perform: Validate and Test.
   NOTE: Validation and Test will only test the file. It will not upload or change any student data. Do not test or upload more than one file at a time.
- Select Choose File and browse to the applicable file you saved for importing. Select the file, click Open, and then select Submit to Batch.
- **5.** A **Batch Queue Reporting Options** window will appear. Check **High Priority** box if not selected. Click **OK**, then **OK** again to acknowledge the report was sent to the queue.
- 6. The Batch Queue List box shows the file status. Status will change to 'Completed' when the file has been processed and a 'Get Report' link will appear. This may take a few minutes, click Refresh for a status update.
- 7. Click Get the report link once it appears in the Batch Queue List box. Click Results Report after it appears at the bottom of your browser. Review the report for *Errors or Warnings*. (Errors will cause the record to be rejected. Warnings will allow you to upload, but they should be checked.)
  - a. If there are errors, correct the data in your Student Information System and export a new file or correct the data in the applicable Upload Template. Then import again beginning at Step 2.
  - b. If there are no errors, continue to Step 8.
- **8.** Once the file is error free, return to the **MT Data Upload** tool. Change **Work to Perform** to *Upload File.* (This will now upload the data to the student records.)
- 9. Click Submit To Batch. Check the Import Results Summary for errors.
- **10.** Repeat Steps 1-9 for all applicable Program Participation Upload Templates (Program Participation, 504, and EL). For FRAM upload(s) refer to the <u>FRAM User Guide</u>.
- **11. Resync**, then continue to Data Validation reports to review the Program Participation data.

## **Resync Data to the State Level**

PATH (New Look): System Settings > Data Interchange Administration > Resync State Data-Batch PATH (Old Look): 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 current Year.
- 2. Navigate to Resync State Data using applicable path noted above. Check the top box for DIS Objects. All boxes will automatically populate.
- 3. Scroll to 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 Student have been p please click t date/time the	Demographic Uploads ONLY: Re rovided for students who previously he Refresh State ID File button and Import completed processing. Clic	did not have one. After the select the New Student State k Generate to retrieve the	ID File to ensure Stu e Import Results hav tate ID file that corre new Student State II	udent State IDs te been reviewe esponds to the D file.
Refresh Show top 50 🗸	tasks submitted between 05/03/	2023 and 05/10/202	23 🗖	
Batch Queue List				
Queued Time	Report Title	Status	Download	
xx/xx/xxxx 01:00:00 PM	MT Data Upload	Completed	Get the report	



## **Program Participation Collection Data Elements Overview**

This section defines each data element required for the **Test Window Program Participation Collection**. Program Participation data should be entered for student records active on the Test Window Count Date. Refer to the <u>AIM Data Dictionary</u> for details/guidance on state reported data elements.

#### Program Participation Information Collected from Student Enrollment

PATH (New Look): Menu > Student Information > General > Enrollments PATH (Old Look): Old look: Index > Student Information > General > Enrollments

#### A.) Military Connected Status:

Districts are <u>required</u> to report the **Military Connected Status** of enrolled students. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year. Reference the <u>Military Connected Status Guide</u> for more information about the data being collected.

- Military Connected Status is reported on the student Enrollment record in the State Reporting Fields section.
- ✓ Click Save after making changes.

Military Programs & Family Support webpage

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

#### B.) Title I Targeted Assistance Program:

Title I participation is reported on the student **Enrollment** record in the **State Reporting Fields** section. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year.

Title 1

Math

Science

Title I - Other

Title I Part A Neglected

Title I Targeted Assistance Program

Reading Lang Arts Social Sciences

Vocational/Career

Other

Title I Instructional Services

Students participating in Title I Targeted Assistance program require:

- ✓ A check in the Title I box.
- A check in 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 a Title I school and <u>no students</u> are reported in AIM as Title I Targeted Assistance participants, 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 is 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.

Title I Targeted Assistance Program Title 1			
Title I Instructional Services	Title I Support Services		
Reading Lang Arts Social Sciences	Health, Dental and Eye Care		
Math Occational/Career	Guidance/Advocacy		
Science Other	Other		
Title I - Other Title I Part A Neglected	Title I Part D Delinquent and served by:		
	<b></b>		
	01: Local Delinquent Program 02: Local At Risk Program 03: State Agency Delinquent Facility		

Title I Support Services

Guidance/Advocacy

Other

Title I Part D Delinguent and served by:

03: State Agency Delinquent Facility

01: Local Delinquent Program 02: Local At Risk Program

Health, Dental and Eve Care

### Check Gifted and Talented Identified 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.

## reporting. Identify students from your school who participate

F.) 21<sup>st</sup> Century Participant:

in 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC), either school or local community-based program. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year.

Report 21<sup>st</sup> Century Participants according to federal

## G.) 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.

## H.) Gifted and Talented Evaluated & Gifted and Talented Identified:

## Check Gifted and Talented Evaluated if the student has been evaluated or screened according to the

district's policy for gifted and talented identification. The evaluation may have taken place in a previous year or at a previous school. This box should be checked for any student who has been evaluated even if they did not qualify for gifted services. The evaluation status should follow the student throughout their K-12 career.

#### E.) 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 status 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 on the Census > **People > Demographics** record.

- 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.









TITLE 1

TITLE 1

I.) Homeless/Night Time Residence/Unaccompanied Youth:

Check **Homeless** if the student was homeless <u>at any time during the school year</u>. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year, *even if the student is no longer homeless*.

A **Night Time Residence** selection is required once **Homeless** is marked:

01: Shelters02: Doubled up (living with another family)03: Unsheltered (cars, parks, campgrounds)04: Hotels/Motels

Also mark **Unaccompanied Youth** if the student is living on their own (i.e., they do not reside with a parent or court appointed legal guardian).

		•	
Homeless	Homeless Night Time R	esidence Unaccompanied Youth	_
		Π	
Plat Century Participant	Eoreign Exchange	Gifted and Talented Evaluated	Gifted and Talented Identified
	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )		
mmigrant	Date Immigrant Entered	US School	
THER PROGRAM PART	ICIPATION		
Title I Part A Neglected	Title I Part D Delinquent and served by:		
Title I - Other			
	Uther	Other	
C Math	Vocational/Career	Guidance/Advocacy	
Reading Lang Arts	Social Sciences	Health, Dental and Eye Care	
_	_	_	
Litle Linstructional Servi	ces	Title I Support Services	
Fille I			
Fitle I Targeted Assistance	e Program		

## \* Program Participation Records Collected Outside of Student Enrollment

FRAM, EL and 504 Program Participation records can be changed manually or directly uploaded via the applicable <u>AIM Upload Template</u> and Data Upload process. Foster Care and Migrant records are maintained by the OPI staff and should be reviewed for accuracy. Special Education program participation is based on locked documents and Special Education State Reported Data elements - review local caseload information and use State Published Ad Hoc Reports to check for accuracy.

#### J). Free and Reduced Meal Status (FRAM)

#### PATH (NEW LOOK): MENU > FRAM > APPLICATION PROCESSING > ELIGIBILITY

#### PATH (OLD LOOK): INDEX > FRAM > ELIGIBILITY

**FRAM** (Free and Reduced Application Management) program status is determined by a Free/Reduced Meal Status eligibility record for enrolled students. Districts should update changes to **Free/Reduced Meal** status throughout the year. Reference the <u>FRAM AIM User Guide</u> for additional information about FRAM records data entry.

#### K). English Learners (EL)

#### PATH (New LOOK): MENU > STUDENT INFORMATION > ENGLISH LEARNERS > ENGLISH LEARNERS (EL)

#### PATH (OLD LOOK): INDEX > STUDENT INFORMATION > PROGRAM PARTICIPATION > ENGLISH LEARNERS (EL)

**EL** (English Learner) program status is determined by an EL Program Participation record for enrolled students. Districts should update changes to **EL** status throughout the year. Reference the <u>EL Tool Guide</u> for additional information. Students identified as EL participants may be entitled to certain test accommodations.

#### L). Section 504

#### PATH (New LOOK): MENU > STUDENT INFORMATION > FEDERAL PROGRAMS > SECTION 504

#### PATH (OLD LOOK): INDEX > STUDENT INFORMATION > PROGRAM PARTICIPATION > SECTION 504

**Section 504** program status is determined by a 504 Program Participation record for enrolled students. Districts should update changes to **504** status throughout the year. Students identified as 504 participants may be entitled to certain test accommodations. 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.** 

Note: Section 504 is no longer located on the Program Participation Import Template and now has its own template.

#### M.) Foster Care

#### PATH (New LOOK): MENU > STUDENT INFORMATION > FEDERAL PROGRAMS > FOSTER CARE

#### PATH (OLD LOOK): INDEX > STUDENT INFORMATION > PROGRAM PARTICIPATION > FOSTER CARE

**Foster Care** program status data is entered and maintained in the AIM system by the OPI staff only. If you believe Foster Care records are inaccurate, please contact the <u>OPI State Foster Care Point of Contact</u>.

#### N.) Migrant

#### PATH (New LOOK): MENU > STUDENT INFORMATION > FEDERAL PROGRAMS > MIGRANT

#### PATH (OLD LOOK): INDEX > STUDENT INFORMATION > PROGRAM PARTICIPATION > MIGRANT

**Migrant** program status data is entered and maintained in the AIM system by the OPI staff only. If you believe Foster Care records are inaccurate, please contact the <u>OPI Migrant Program Point of Contact</u>.

#### **O.)** Special Education

#### PATH (New LOOK): MENU > STUDENT INFORMATION > SPECIAL ED > SPECIAL ED DOCUMENTS

#### PATH (OLD LOOK): INDEX > STUDENT INFORMATION > SPECIAL ED > GENERAL > DOCUMENTS

Special Education status is determined by a student's participation in Special Education services as of Test Window Count Date. Special Ed Participation is determined by the presence of an *active and locked* IEP, an *active and locked* ER with *qualifying* disability, and *absence* of a Special Ed Exit Date/Reason on the Count Date. For the Test Window Count Date review that all COMPLETED ER and IEP documents are locked. Special Education Program Participation is not used in Validation Reports or Ad Hoc reports.

*Verification is an important process at the district level to ensure the data entered into AIM/Infinite Campus is accurate. The OPI has created Data Validation and Ad Hoc reports to assist with this process.* 

## **Use Data Validation Reports to Verify Student Program Participation Data**

PATH (New Look): Menu > Reporting > Data Validation > Data Validation Report PATH (Old Look): Index > Data Integrity Tools > Data Validation > Data Validation Report

Before running Data Validations Reports, ensure that Test Window Validation Groups are assigned to one or more User Groups. Only users assigned User Group membership will have access to view the reports.

• The **Test Window Programs All Program** Validation Report is a data summary for a combination of Test Window Program Participation Validation Reports. NOTE: Individual Validation Reports also available for each program.

NOTE: Run Validation Reports by both Local and State datasets.

- o Local Dataset: Displays data in the School/District Database
- State Dataset: Displays data synced to the State Database. This dataset is used for state reporting purposes. Run Resync State Data process if reports do not match.

Data Validation Report					
Instructions					
The Data Validation Report returns results from the Data Validation Gr selected. The Summary section includes the number of occurrences for Data Validation Rule; if a Baseline Rule is used its Total population will returned along with the Rate of the primary Rule compared against the Baseline Rule.		Test Window Programs All Program Validations Summary			
Report Options		Rule	Severity	Occurrences	
Data Validation Group * Test Window Progra. Totat Validation Group Description All validations for the test window program collection. Output Options		Test Window Program Twenty First Century	Info	0	
		Test Window Program EL (English Learner)	Info	0	
		Test Window Program Foreign Exchange	Info	0	
		Test Window Program Foreign Exchange Not Checked- Possible Foreign Exchange	Warning	2	
		Test Window Program Foreign Exchange with Invalid Grade	Warning	0	
		Test Window Program Foreign Exchange with Invalid Start Status	Warning	0	
Papart Processing Cormst Tupe		Test Window Program FRAM All	Info	53	
Generate Now     Submit to Batch Queue	O HTML CSV	Test Window Program FRAM with Free or Reduced Eligibility Status	Info	49	
		Test Window Program Gifted & Talented	Info	0	
		Test Window Program Gifted & Talented Evaluated but NOT Identified as Gifted and Talented	Warning	0	
Generate Reset		Test Window Program Homeless	Info	1	
		Test Window Program Homeless Unaccompanied Youth	Info	1	
		Test Window Program Immigrant	Info	0	
		Test Window Program Immigrant with Immigrant Date Older than 3 Academic Years	Warning	0	
		Test Window Program Military Connected	Info	0	
		Test Window Program Section 504	Info	10	
		Test Window Program Title I	Info	43	
		Test Window Program Title I Part A Neglected	Info	0	
		Test Window Program Title I Part D Delinguent	Info	0	

## Use Ad Hoc Reports to Review Program Participation Data

#### PATH (New LOOK): REPORTING > AD HOC REPORTING > STATE PUBLISHED

#### PATH (OLD LOOK): INDEX > AD HOC REPORTING > 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 typically organized by AIM Collection and are titled with the abbreviation of the AIM collection and the program name. Reference 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 Reporting User Guide.)
- Several State Published Ad Hoc Reports are available to review student Program Participation data.
  - Ad Hoc Reports prefaced with TWPR are limited to Program Participation for students only enrolled on the Test Window Count Date.
  - Additional Ad Hoc Reports to review student Program Participation data include:
    - ALL Foster Care OPI Maintained
    - **ALLPR Migrant OPI Maintained**
    - ALLPR Special Ed Status Unlocked ER
    - ALLPR Special Ed Status Unlocked ER

student TWPR 21st Century Participant 2022-23 Q student TWPR EL 2022-23 Q student TWPR EL State Assessment Support 2 Q student TWPR Foreign Exchange 2022-23 Q student TWPR Foreign Exchange Invalid Grade Q student TWPR Foreign Exchg Invalid Start Statu Q student TWPR Foreign Exchg Status Not Check Q student TWPR FRAM 2022-23 Q student TWPR Gifted & Talented 2022-23 Q student TWPR Gifted & Talented Evaluate NOT Q student TWPR Homeless 2022-23 Q student TWPR Homeless Unaccompar Q student TWPR Immigrant 2022-23 Q student TWPR Immigrant with Old Date 2022-2 Q student TWPR Military Connected 2022-23 Q student TWPR Section 504 2022-23 Q student TWPR Special Ed Status Unlocked ER 2 Q student TWPR Special Ed Status Unlocked IEP

Q

- Q student TWPR Title I 2022-23 Q student TWPR Title I Part A Neglected 2022-23
- student TWPR Title I Part D Delinquent 2022-23

NOTE: THE 2023 TEST WINDOW PROGRAM PARTICIPATION COLLECTION ONLY REQUIRES DATA VALIDATION. DATA CERTIFICATION IS NOT A COMPONENT FOR 2023.

FOR QUESTIONS OR ASSISTANCE CONTACT THE OPI AIM HELP DESK 1-877-424-6681 OR Submit an AIM Help Desk Ticket OR AIM TEAM DIRECTORY