

# Cohorts Program Setup (Indiana)

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Tool Search: Program Setup

The [Program Setup](#) tool lists every program offered at the district or school. In **Indiana**, the tool is used to create COHORT programs. The [Cohorts Ed-Fi resource](#) reports a record when a Program mapped to an Ed-Fi Code is created and saved. The following setup must be completed for accurate Indiana state reporting.

## Indiana COHORT Program Setup Workflow

- 1 [Create COHORT programs in Program Setup.](#)
  - The cohort code must be in ALL CAPS to report.
    - **COHORT**
- 2 [Map the programs in the Resource Preferences of the Ed-Fi Connection under the Cohorts resource.](#)
- 3 [Assign Programs to students/staff.](#)

## Create COHORT Programs in Program Setup

Tool Search: Program Setup

Program Setup ★

Student Information > Program Administration > Program Setup

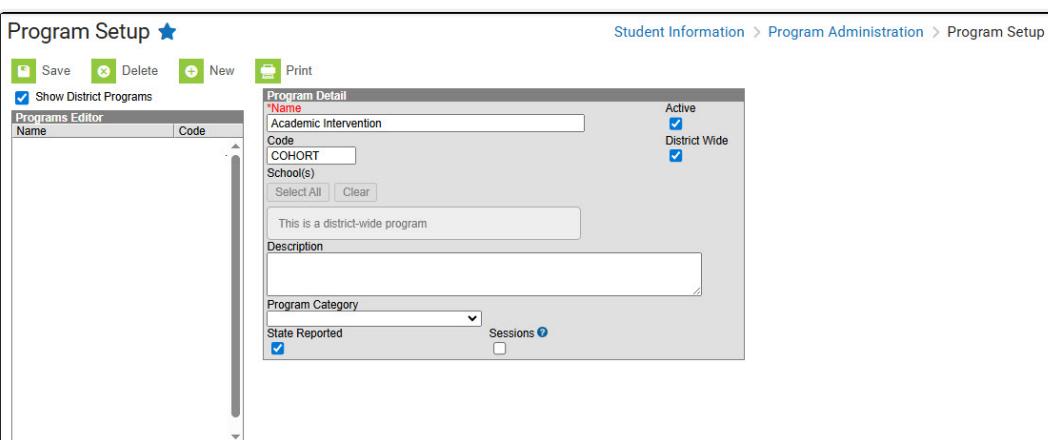
Save Delete New Print

Show District Programs

**Program Detail**

<b>Name</b> Academic Intervention	<b>Active</b> <input checked="" type="checkbox"/>
<b>Code</b> COHORT	<b>District Wide</b> <input checked="" type="checkbox"/>
<b>School(s)</b> Select All Clear	
This is a district-wide program	
<b>Description</b>	
<b>Program Category</b>	
State Reported <input checked="" type="checkbox"/>	Sessions

Program Detail Editor



1. Click the **New** icon. A **Program Detail** editor displays.
2. Enter the **Name** of the Program.
3. Mark the **Active** checkbox.
4. Enter a **Code** for the Program.
  - **COHORT** (must be in ALL CAPS to report)
5. Mark the **District Wide** checkbox to make the program available at all schools in the district.
6. Select the **School** where the Program is available (if it is not district-wide). Only one school can be selected for a school-based cohort. If a similar cohort is needed in a second school, create a second school-based cohort and select the second school.
7. Enter a **Description** of the Program.
8. **Program Category** - *Not applicable for Indiana Cohorts.*
9. Mark the **State Reported** checkbox.
  - This MUST be selected for the Cohort Program to report.
10. **Sessions** - *Not applicable for Indiana Cohorts.*
11. Click the **Save** icon when finished. Saved Programs are listed alphabetically in the Programs Editor.

## Program Detail Editor Field Descriptions

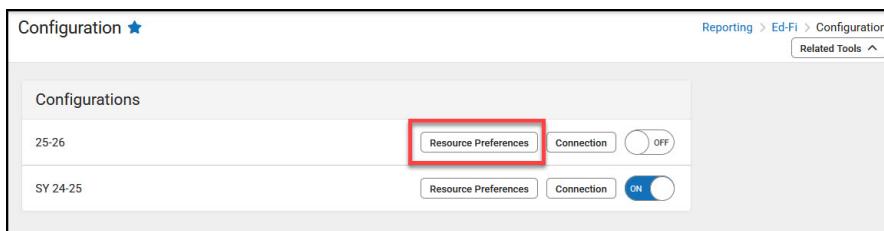
Field	Description
<b>Name</b> <i>Required</i>	The name of the program. This displays in the Programs Editor, in program-related reports, and when viewing <a href="#">Programs assigned to students</a> and others. It should be descriptive enough for the program to be easily recognized.
<b>Active</b>	When marked, indicates the Program can be assigned to students. When not marked, it is considered inactive and displays in a light gray color.  Inactive programs can still be assigned to students using the <a href="#">Batch Assignment Tool</a> or by manually assigning the <a href="#">program to a student</a> . These inactive programs are shown in gray text on the Program Participation Editor and in red text on the Batch Assignment Tool.
<b>District Wide</b>	When marked, the Program is available at all schools in the district. Once marked, the School(s) Select All and Clear buttons and the field to select schools are disabled, and the field to select schools displays the words " <i>This is a district-wide program.</i> "  <div style="background-color: #e0f2f1; padding: 10px;"> <p>Before a program can be saved, the District Wide check box must be marked, or at least one school must be selected. If the District Wide check box is not marked and no school has been selected, an alert message displays when trying to save.</p> </div>

Field	Description
<b>Code</b>	<p>Lists the identifying abbreviation associated with the program.</p> <ul style="list-style-type: none"> <li>COHORT</li> </ul> <p>The program should be associated with the code COHORT for accurate Ed-Fi reporting.</p>
<b>School</b>	<p>Lists the school where the program is available.</p> <ul style="list-style-type: none"> <li>Only one school can be selected for a school-based cohort. If a similar cohort is needed in a second school, create a second school-based cohort and select the second school.</li> <li>If ALL schools should have access to the program, mark it as District-wide instead.</li> </ul>
<b>Description</b>	This field provides detailed information on the program.
<b>Program Category</b>	<i>Not applicable for Indiana Cohorts.</i>
<b>State Reported</b>	Mark this checkbox to include the program in Ed-Fi state reporting ( <a href="#">Cohorts</a> ).
<b>Sessions</b>	<i>Not applicable for Indiana Cohorts.</i>

## Map Programs in Resource Preferences

Tool Search: Ed-Fi Configuration

**Step 1:** Select the Resource Preferences button under the Ed-Fi Configuration tool.



**Step 2:** Navigate to the **Cohorts** Resource Preferences under Ed-Fi Configuration tool.

**Step 3:** Select the **Edit** button.

Configuration ★

Reporting > Ed-Fi > Configuration

Related Tools ▾

Resource Preferences (25-26)

Resource	Active	Edit
Grade Levels	ON	Edit
Attendance Information	OFF	—
Student School Attendance Events	ON	Edit
Cohort Information	OFF	—
<b>Cohorts</b>	ON	Edit
Staff Cohort Associations	ON	—
Student Cohort Associations	ON	—
Discipline Information	OFF	—
Discipline Actions	ON	Edit
Discipline Incidents	ON	Edit

**Cohorts**

**Close** **Import Mappings**

**Step 4:** Select the **Add** button.

**Step 5:** Use the dropdown fields to select the **Program** and the corresponding **Ed-Fi Code**.

Configuration ★

Reporting > Ed-Fi > Configuration

Related Tools ▾

Cohorts (25-26)

Active

Cohort Type Descriptors

Program	Ed-Fi Code	Remove
Cohort Academic Intervention	Academic Intervention: Academic Inter...	Remove

**Add**

**Save** **Cancel**

## Assign Programs to Students and Staff

Tool Search: Programs

The [Programs](#) tool lists the programs in which a person is involved. Indiana users can use this tool to assign students and staff to COHORT programs individually.

The [Batch Program Assignment Wizard](#) can be used to assign a program to multiple people at once.

Programs ☆

Student, Jane Student #: 123456 Grade: 09 DOB: 05/01/2011

Related Tools ▾

Save Delete New Print

Program Participation Editor

Program	Session	Start Date	End Date	Status

**Program Participation Detail**

\*Program

Start Date End Date Eligibility Start Date Eligibility End Date

Participation Details

Description

Exit Reason

**Summary**

Program Information

Program Name: Program Category:  
Program Code: State Reported:  
Description:

Programs Participation Detail Editor

1. Select the applicable Cohort **Program** from the dropdown list.
2. Add the participant's **Start Date**.
3. Add the End Date when applicable.

The remaining fields are not used for Cohorts in Indiana.

## Program Participation Detail Editor

Field	Description
<b>Program</b> <i>Required</i>	Indicates the name of the program being assigned to the student. These programs are created in the <a href="#">Programs</a> tool. Active programs and inactive programs are available for selection (inactive programs display in gray text).  More than one program can be assigned to a student at one time.
<b>Start Date</b> <i>Required</i>	Indicates the date the student was first involved in the program. Dates are entered in <i>mmddyy</i> format or can be entered by using the calendar icon.
<b>End Date</b>	Indicates the date the student stopped participating in the program. Dates are entered in <i>mmddyy</i> format or can be entered by using the calendar icon.

