Find a student's At Risk Program Status using the Filter Designer and FSPU (Colorado)

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Path: Reporting > Ad hoc Reporting > Filter Designer

This guide shows users how to review student data, identify students who qualify for At-Risk status, and update student statuses so that the Student Demographics report is accurate. A custom category has been added to the Filter Designer that can be used to identify the At Risk students.

This process uses the Filter Designer and the Federal/State Program Update Wizard.

- The **Filter Designer** helps identify student populations that may need an At Risk status update. Start by reviewing the state guidance, then build one query per required population, set the needed criteria, run and validate the results, and save and export the filters for use in the update process.
- The **Federal/State Program Updater** allows State Edition and District Edition users to import federal or state program participation data using an import file. Users can also add, edit, or delete federal or state program participation data using an Ad hoc filter.

Before you start

- Review the state documentation to identify the At Risk codes or student populations to target.
- FRAM Applications must be completed before importing via the Eligibility tool.
- Assign appropriate tool rights to the Filter Designer.
- Assign appropriate tool rights to the FRAM Eligibility Report.

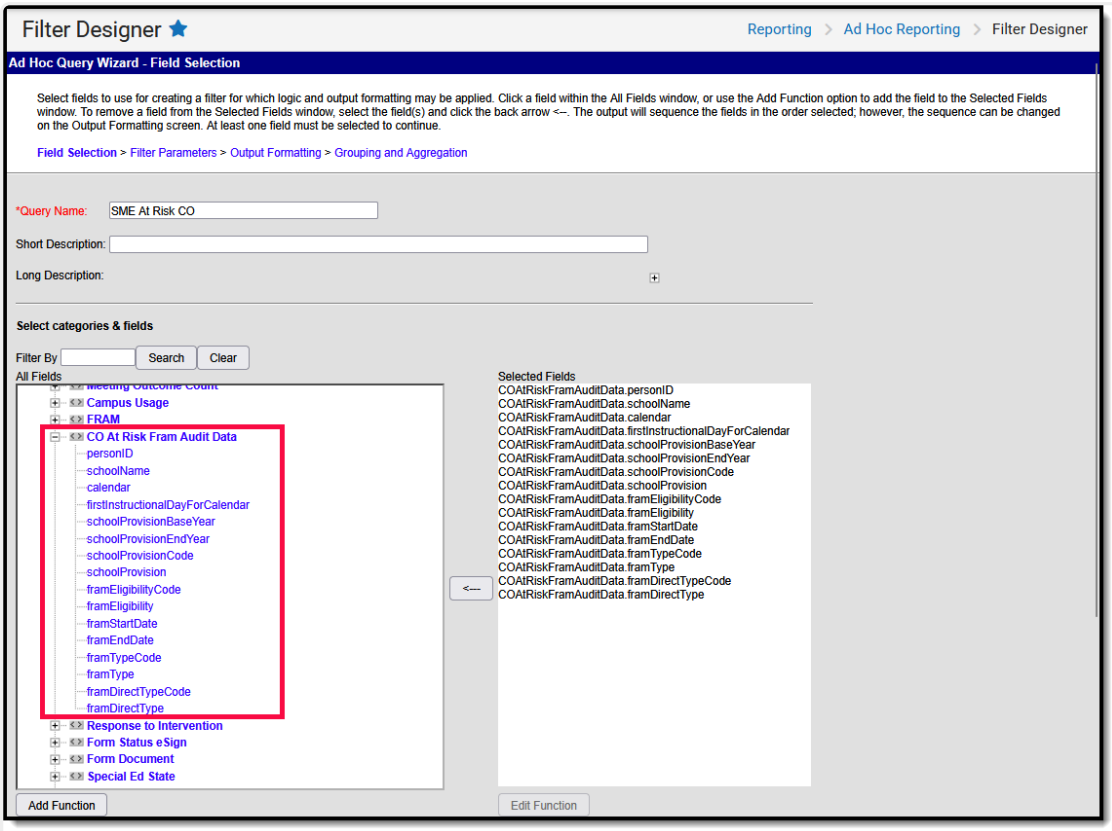
Workflow

1. Create filters in the Filter Designer using the fields in the CO At Risk FRAM Audit Data category, one for each At Risk code or student population.
2. Run the query and verify it returns the appropriate students.
3. Save the filter and repeat for each population.
4. Use the **Federal/State Program Update Wizard** to set the correct At Risk status for those students.
5. Repeat the Update process for each filter you created with the different populations.

Once all populations have been updated using the FSPU, the Student Demographics report will include the correct students with their updated At Risk statuses.

Step 1 - Build a custom query for each required population

Path: Reporting > Ad hoc Reporting > Filter Designer



Build filters using the CO At Risk FRAM Audit Data fields

Create a new filter

1. Select the **Filter Type** of **Query Wizard.**
2. Select a **Data Type** of **Student.**
3. Click **Create**.

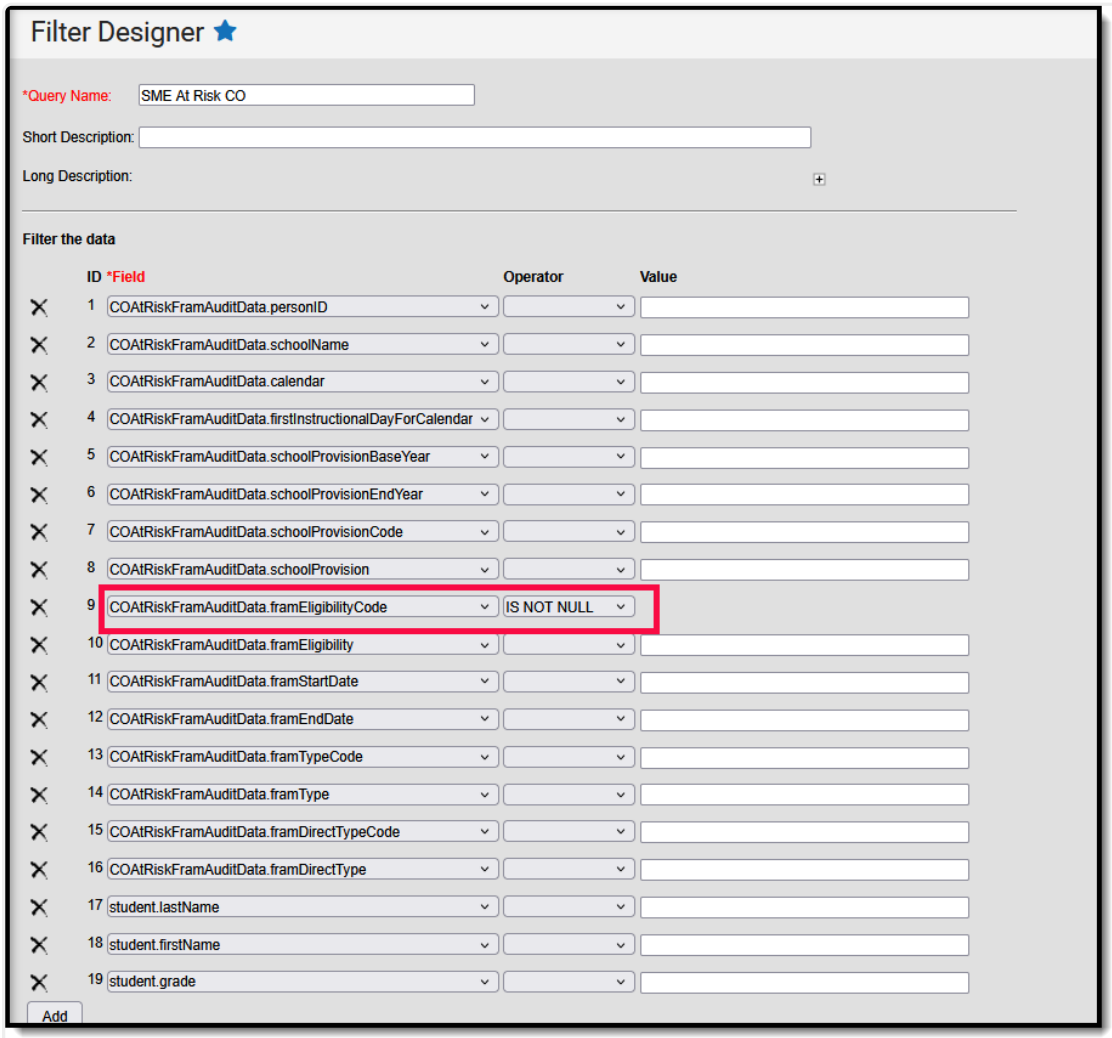
Select fields

1. Enter a **Query Name**, and if desired, add a Short Description of the query.
2. From the Demographics category, select the following fields:
    - lastname
    - firstname
    - grade
3. Locate the **CO At Risk FRAM Audit** Data category in the list of All Fields. Use the **Filter By** search field to narrow results. See the Appendix for descriptions of the available fields.
4. Select all fields in that category.
5. Click **Next.**

The COAtRiskFRAMAuditData category does not automatically calculate At Risk eligibility, nor does it automatically create or update program participation records.

Filter data

This query finds students with a FRAM Eligibility Code across the district. To narrow the filter results to just those students, set the **Operator** for the field **COAtRiskFramAuditData.framEligibilityCode** to **IS NOT NULL.**



Setting an operator to a specific value narrows the filter results to only students with a value in that field.

Click **Save & Test** to display the filter results. You may need to allow pop-ups on your browser to see the results in a new browser window or tab.

Best Practice

It is recommended to create a separate filter for each At Risk Status being evaluated and name it with the At Risk status and the purpose of that filter so it can be easily located when needed.

Export to Excel

Click the **Export to Excel** button on the filter results. Make any changes to the Excel file that you need - add gridlines, etc.

Save the Excel file on your computer. This file is used when uploading the Eligibility data into the Federal State Program Updater, which then assigns the At-risk value for the student.

Step 2 - Import Eligibility data into the At Risk program record

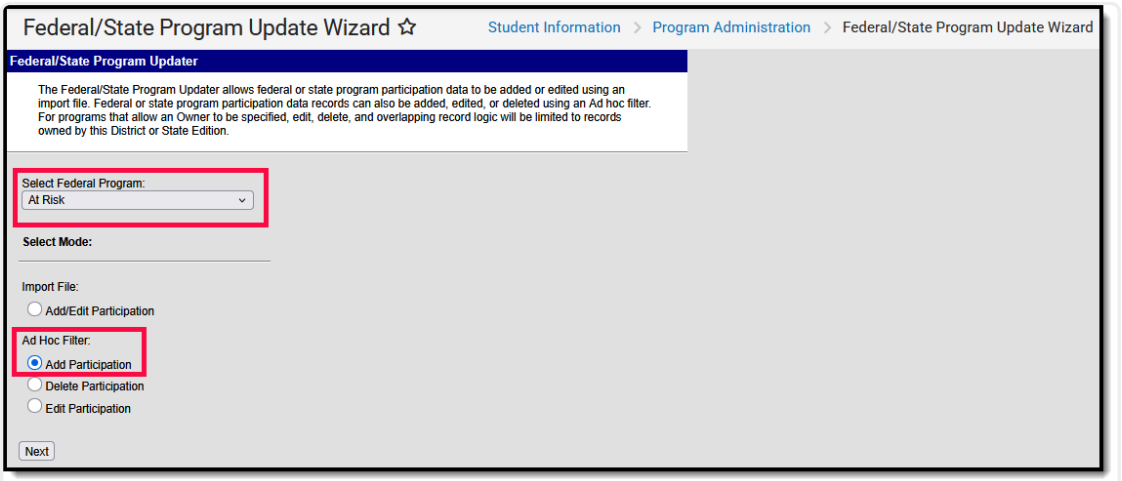
Path: Student Information > Program Administration > Federal/State Program Update Wizard

Select Federal Program

Select the **At Risk** option from the Select Federal Program dropdown.

Select Mode

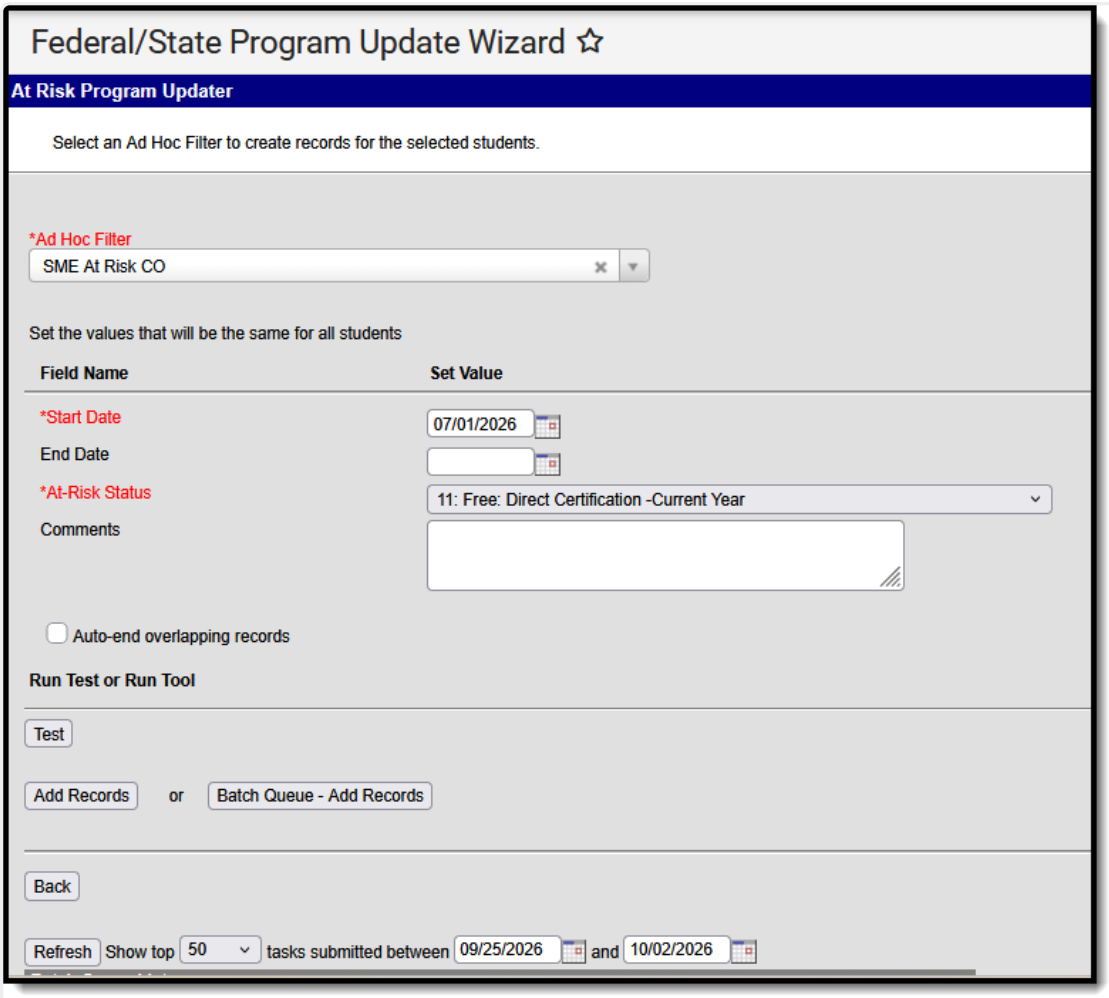
1. Select the **Add Participation** option from the Ad hoc Filter list.
2. Click **Next**.



Use the FSPU to import the At Risk Ad hoc filters

Set Import Values

1. Select the appropriate **Ad hoc Filter**.
2. Enter a value for the **Start Date**.
3. Select the appropriate **At Risk Status** based on what the selected Ad hoc filter includes. For example, if the Ad hoc filter is importing students with an Eligibility of Direct Certification for the current year, select the At Risk Status of 11: Free: Direct Certification - Current Year.



Set values for importing student At Risk values

Run Test, Run Tool

1. Click **Test** to verify the update works.
2. Once the Test is reviewed, click **Add Records** to import the records.

When imported, the CSV file will be listed in your browser's downloads folder. A summary of records that were imported or were not imported (and the reason why they were not imported) is included.

Impact

You have now created At Risk records for students using a student's Eligibility records from FRAM Application Processing. Eligibility records have not been modified.

What's next

You can now run the Student Demographics using the 2026-2027 format and submit it to the Department of Education.

Appendix

CO At Risk FRAM Audit Data descriptions

The fields below are located in the All Fields at Student > CO At Risk Fram Audit Data.

Field	Description	Location
personId	Student's personID.	Internal DB value
schoolName	The school where the student is enrolled.	School & District Settings > Schools > School Information > School
calendar	The name of the calendar in which the student is enrolled.	Census > People > Enrollments
FirstInstructionDayForCalendar	Reports the first date in the calendar that is marked as Instruction.	Scheduling & Courses > Calendar Setup > Day Setup
schoolProvisionBaseYear	School's provision base year (effective the current date)	School & District Settings > Schools > School Information > USDA Programs > Priovision Base Year
schoolProvisionEndYear	School's provision end year (effective the current date)	School & District Settings > Schools > School Information > USDA Programs > Priovision End Year
schoolProvisionCode	School's provision code (effective as of the current date) Values: 1, 2, 3, 5	School & District Settings > Schools > School Information > USDA Programs > Priovision
schoolProvision	Reports the school's provision code description Values: Provision 1, Provision 2, Provision 3, CEP	School & District Settings > Schools > School Information > USDA Programs > Provision

Field	Description	Location
framEligibilityCode	FRAM Eligibility Code from the latest FRAM record for the student. FRAM records starting in the future will be selected if they exist. Values: F, R, A	FRAM > Application Processing > Eligibility > Eligibility Detail > Eligibility Type
framEligibility	FRAM Eligibility Code description Values: Free, Reduced, Non-reimbursable	FRAM > Application Processing > Eligibility > Eligibility Detail > Eligibility Type
framStartDate	Lists the FRAM Eligibility start date from the most recent FRAM record for the student. FRAM records starting in the future will be selected if they exist.	FRAM > Application Processing > Eligibility > Eligibility Detail > Start Date
framEndDate	FRAM Eligibility end date from the latest FRAM record for the student. FRAM records starting in the future will be selected if they exist.	FRAM > Application Processing > Eligibility > Eligibility Detail > End Date
framTypeCode	FRAM Certification Type Code from the latest FRAM record* for the student • Generated/Pulled based on the Source + Certified Type • FRAM records starting in the future will be selected if they exist Values: EC, I, D, etc.	FRAM > Application Processing > Eligibility > Eligibility Detail > Certified Type
framType	FRAM Certification Type Code description • Generated/Pulled based on the Source + Certified Type Values: Early Childhood, Income, Direct, etc.	FRAM > Application Processing > Eligibility > Eligibility Detail > Certified Type

Field	Description	Location
framDirectTypeCode	Displays the FRAM Direct Certification Type Code from the student's latest FRAM record when the Source value is Direct. FRAM records starting in the future will be selected if they exist.	FRAM > Application Processing > Eligibility > Eligibility Detail > Source
framDirectType	Displays the FRAM Direct Certification Type Code when the Source value is Direct.	FRAM > Application Processing > Eligibility > Eligibility Detail > Certified Type