

## **AIM HIGH Data Collection**

Participating schools will provide ISAC six reporting pieces for each AIM HIGH award year (five for year one, six for each year thereafter). Templates for each of the documents are included herein.

### **1. Summary Document**

In June of each year. Participating institutions will provide a document with summary figures and totals for each reporting year. For the most recent year (2019-20 data in June 2020, 2020-21 data in June 2021, etc.)

- a) The name of the participating institution, date of certification, the name and signature of the institution's certifying official attesting that the figures in the document are true and complete to the best of knowledge at the date of certification, preferred contact information, and other such information including any explanatory information an institution wishes to include.
- b) The school's statement on the program's impact on tuition revenue, enrollment goals, access, and affordability.
- c) The total of State funds received by the institution by appropriation and appropriation year under the program for the reporting year. For the first reporting year, schools will report their allocation from State 2018-19 funds. For the second reporting year, schools may need to report their allocations from State 2018-19 funds and multiple State 2019-20 appropriations.
- d) Total amount of institutional funds used to match State funding by appropriation and appropriation year under the program for the reporting year.
- e) Total amount of state funds awarded under the program by appropriation and appropriation year for the reporting year. Net, after student refunds. May include awards made from previous year funds.
- f) Total amount of matching funds awarded under the program by appropriation and appropriation year for the reporting year. Net, after student refunds. May include awards made from previous year funds.
- g) Total unduplicated headcount of students receiving state funds by appropriation and appropriation year under the program for the reporting year. Net, after student refunds.
- h) Total unduplicated headcount of students receiving matching funds by appropriation and appropriation year under the program for the reporting year. Net, after student refunds.
- i) Total amount of program year state funds by appropriation and appropriation year being refunded to ISAC.
- j) Total amount of program year state funds by appropriation and appropriation year unexpended and being retained by the institution.

### **2. Awarding Data File**

In June of each year. Participating institutions will provide an Excel file containing a payment record for each fiscal transaction (payment, refund) for each term for each awarded student in the reporting year. The file may contain multiple records for each student as needed to reflect each payment or refund

concerning that student. The file will be organized on a term basis and intended to collect term by term payments. **The file will be organized in a spreadsheet style instead of a normalized database style.** Each record would have the following elements:

- a) Unique student identifier- in a format determined by the reporting institution (no spaces). If a student is named Jane Doe in one awarding term in a year and Jane Doe-Smith in a different awarding term in a year, her unique identifier should stay the same. If Jane Doe is awarded in program year one and awarded in again in subsequent program years, her unique identifier should stay the same.
- b) Transaction date- Date for the transaction being reported in the record. Date format.
- c) Transaction term- Term of record for when the award or refund is being made. Annual awards may be assigned a single term of payment or split across multiple terms. Character format; term abbreviation and 2-digit year- AAYY (e.g. FA19, SP20, FA20, SP23)
- d) State AIM HIGH grant dollars awarded - Actual awarded dollars to a student. This should be net, after refunds, if refunds are not reported in additional fields or as additional records for the student. If a student receives two payments in two terms there will be two records. If a student receives one payment per term there will be two records with the date and term when each payment was made. If a student receives a single payment intended as an annual award, there will be one record with the date and term when the payment was made.
- e) Appropriation year and appropriation section (source) for State AIM HIGH dollars awarded- The \$25 million 2018-19 appropriation, the \$25 million 2019-20 Section 25 appropriation, and the \$10 million 2019-20 Section 30 appropriation are each separate appropriation years and sections. As of June 2019, 2018-19 funds may be used for students from any cohort. 2019-20 Section 25 funds may only be used for Cohort One students. 2019-20 Section 30 funds may only be used for Cohort Two students. The \$25 million 2018-19 appropriation will be coded as Appropriation Source 1, the \$25 million 2019-20 Section 25 appropriation will be coded as Appropriation Source 2, and the \$10 million 2019-20 Section 30 appropriation will be coded as Appropriation Source 3. Additional coding will be determined based on future appropriations.
- f) State AIM HIGH grant dollars refunded- Dollars refunded from a student account. If a student initially receives \$1,000 in state funds and this award amount is later reduced to \$750, the institution should report either a \$750 net award in a single payment record as mentioned above or a \$1,000 award and a \$250 refund as two separate payment records. Institutions should not report both a grant amount and a refund amount in the same record. The sum of state dollars awarded at the student record level minus the sum of state dollars refunded at the student record level should equal the total amount of state funds awarded under the program for the year as included in the Summary Document. All reported nonzero dollar amounts (awards and refunds) shall be reported as positive numbers.
- g) Appropriation year and appropriation section (source) for State AIM HIGH dollars refunded- Any refunded mounts will need to be coded with the appropriate Appropriation Source just like payments. As noted, the \$25 million 2018-19 appropriation, the \$25 million 2019-20 Section 25 appropriation, and the \$10 million 2019-20 Section 30 appropriation are each separate appropriation sources.

- h) Matching AIM HIGH grant dollars awarded- Again, net after refunds unless an additional record with refund amounts are included. The student populations awarded between State and Matching funds may be the same, overlap partially, or be entirely distinct.
- i) Appropriation year and appropriation section for Matching AIM HIGH dollars awarded- The Appropriation Source to which the matching dollars being used for the award are being matched.
- j) Matching AIM HIGH grant dollars refunded- Dollars refunded from a student account. If a student initially receives \$1,000 in matching funds and this award amount is later reduced to \$750, the institution should report either a \$750 net award in a single payment record as mentioned above or a \$1,000 award and a \$250 refund as two separate payment records. Institutions should not report both a grant amount and a refund amount in the same record. Institutions should not report both state and matching amounts in the same record. The sum of matching dollars awarded at the student record level minus the sum of matching dollars refunded at the student record level should equal the total amount of matching funds awarded under the program for the year as included in the Summary Document.
- k) Appropriation year and appropriation section for Matching AIM HIGH dollars refunded- The Appropriation Source to which the matching dollars being refunded are matched.
- l) Term hours enrolled at date of transaction- The term hours the student was enrolled at the time of the payment or refund. The term hours at the time of payment should be reported regardless of whether the payment is intended as term payment or an annual payment.
- m) University GPA- University GPA of record at the time of payment. A student receiving a payment in term one and a payment in term two should have a GPA reported in each payment record. The GPA can be the actual GPA at time of payment, the most currently available GPA (GPA of record), or a university developed GPA. The GPA used would be assumed to be consistent with SAP reporting guidelines. University GPA's are assumed to be on a 4-point scale. The field should be blank for students without a university GPA (e.g. incoming freshmen).
- n) Program name- University determined program name. Universities may operate multiple programs with AIM HIGH funds. The programs may have different awarding criteria. Students may be paid in multiple programs. If a student receives two payments in a term, one from Program X and one from Program Y, the school should provide two payment records. If a student receives a single payment in a term sourced from multiple programs, the school should break up the payment for reporting purposes and report the portion from each source as a separate payment. Students receiving payments from multiple programs and multiple appropriations and appropriation sections will require multiple records to report correctly.
- o) Comment- A text field for comments. May be used to identify special circumstances regarding payment, clarifying information, special codes, or other data as needed.

AIM HIGH funds are not required to be matched at the student level, only at the aggregate level (and by appropriation year and appropriation section). The state portion of AIM HIGH funds may not be used for summer term awards.

### 3. Student Information File

In June of each year. Participating institutions shall provide an Excel file containing characteristics for each awarded student in the reporting year. There should be one and only one record for each awarded student. It is assumed many of the demographic elements for awarded students will not change on a term basis. Information that is not available for a student should be reported as unknown. Each record would have the following elements:

- a) Unique student identifier corresponding to and in the same format as the unique identifiers used in the Awarding Data file
- b) Student cohort- All students awarded in the first year of the program will be in Cohort One. Students not awarded in the first year and awarded in the second year will be in Cohort Two. A student awarded in year one, not awarded in year two, and awarded in year three remains in Cohort One. Additional Cohorts may be created based on future appropriations.
- c) Last name- including suffix, etc. Smith, James Jr, el Adreel, van der Forge, O'Flannon. The name used at time of payment is preferred, otherwise the most current name should be used.
- d) First name- The name used at time of payment is preferred, otherwise the most current name should be used.
- e) Middle initial- The name used at time of payment is preferred, otherwise the most current name should be used.
- p) DOB- in MMDDYYYY format- 07041776. 99999999 for unknown.
- q) School assigned grade level at the time of initial award (preferred) or most current school assigned grade level. If a student receives two payments in an academic year, e.g. the first one first term as a sophomore and the second one second term as a junior, the school should select one grade level to report for the student. Numeric- 1 Fr, 2 So, 3 Jr, 4 Sr, 5 unclassified.
- f) Race/Ethnicity- ISAC would like the data reported in IBHE/IPEDS reporting categories. If a student's response to the ethnicity question (Hispanic, Y or N) was a yes, the student would be reported using the code for Hispanic. If the response to the ethnicity question is no, the student should be reported using a race code. One code should be reported per student
  - (1) Hispanic/Latino
  - (2) American Indian or Alaska Native
  - (3) Asian
  - (4) Black or African American
  - (5) Native Hawaiian or Other Pacific Islander
  - (6) White
  - (7) Two or more races
  - (8) Non-resident alien
  - (9) Race/ethnicity unknownGiven the program eligibility requirements (8) should be an unused code. The most current data or data at the time of initial awarding and cohort determination should be used.
- g) Transfer student- Schools should report a 1 (Yes) or 0 (No) flag.
- h) Disability status- Schools should report a 1 (Yes) or 0 (No) flag. Blank is Unknown. This information may not be available.

- i) ACT test score- Schools should provide a numeric figure representing ACT score where known. The score used to determine program eligibility (if required) is preferred. Schools will determine how to develop the score figure and select which score or average of scores to report in cases of multiple scores. Only one score per student record should be reported. The data will be reported as a two-digit figure between 1 and 36. Unknown should be reported as blank. Schools may select to report both an ACT and an SAT score for a student or to report a single score with the other score as unknown.
- j) SAT test score- Schools should provide a numeric figure representing SAT score where known. The score used to determine program eligibility (if required) is preferred. Schools will determine how to develop the score figure and select which score or average of scores to report in cases of multiple scores. Only one score per student record should be reported. The data will be reported as a three- or four-digit figure between 400 and 1600. Unknown should be reported as blank. Schools may select to report both an ACT and an SAT score for a student or to report a single score with the other score as unknown.
- k) High school GPA- High school GPA may not be available for all students. Schools should report the GPA data which is available. High school GPA's should be reported as the final GPA. One high school GPA per student as available ISAC would prefer high school GPA's be reported on a four-point scale. Unknown should be reported as blank (missing).
- l) High school GPA scale- Schools should report a value indicating the maximum GPA for the scale upon which the student's high school GPA is reported. "4" for a four point scale, "5" for a five point scale, etc.
- m) College program of study- 2- or 6-digit 2010 CIP code. ISAC will aggregate data using the 2 digit codes. Classification should be determined at a school selected point in time (beginning of year, beginning of selected term), the time of payment, or the most recent available. Unknown should be reported as blank (missing).

There are several data elements available from the FAFSA that are accessible to both ISAC and participating institutions. In order to reduce record data loss through matching, and to comply with the "shall" report mandate of the statute, schools should report

- n) Gender-1 male, 2 female, missing or any other category as blank
- o) Income level- Using FISAP or the AGI process spelled out in the Program Guidance Working Document
- p) Family size- FAFSA value
- q) MAP eligibility- Schools should return either a flag (1 or 0) or return an eligibility amount greater than 0 for those students with eligibility
- r) Pell eligibility- flag, 1 eligible or 0 not eligible
- s) Zip code- FAFSA value

#### 4. Awarding Criteria

In June of each year. Schools will provide a document with the awarding criteria for each program utilizing AIM HIGH funds for the award year the AIM HIGH funds are awarded. The program names should correspond the program names used in the student record level payment data. If awarding criteria change by cohort, this information should be provided. The intent is to gather the rules by which funds from each Appropriation Source are awarded.

#### 5. MOE data

In June of each year. Schools will provide the data required for both reporting purposes and Maintenance of Effort purposes. The MOE information will be used to determine institutional eligibility and institutional allocations for the following year. 2019-20 data will be reported in June 2020, 2020-21 data in June 2021, etc.

- a) Total regular academic year (excluding summer) non-loan financial aid awarded to all undergraduates. Includes program and nonprogram funds. This should be reported as net, after student refunds.
- b) Percentage of the total non-loan financial aid to undergraduates distributed under the program. This should be net (after refunds) AIM HIGH Funds awarded (both State and match actually awarded, not received) over total non-loan financial aid awarded to undergraduates. (e.g. 2019-20 AIM HIGH awarded over 2019-20 Total non-loan aid).
- c) For the first reporting cycle (June 2020) schools will need to include
  - i. A rereporting of their 2017-18 baseline MOE data on a regular academic year (excluding summer) basis Instead of the originally reported full fiscal year basis
  - ii. Their 2018-19 MOE data on a regular academic year (excluding summer) basis
  - iii. Their 2019-20 MOE data on a regular academic year (excluding summer) basis.
  - iv. Subsequent years will only require schools to report the most recent year MOE data.

The MOE data shall consist of the following data (for undergraduate Illinois residents only) which was previously reported in the IBHE Student Financial Aid Survey (numbered references included below) as referenced in the individual school grant agreements. Schools should report MOE data on the same basis for each year.

- a) Total Scholarships, Grants, Fellowships, and Traineeships (03-01c)
- b) Talent Waivers - Academic (03-03b)
- c) Talent Waivers - Other Talent (03-03h)
- d) Other Waivers - Financial Aid Waivers (03-04d)
- e) Other Waivers - Special Program Waivers (03-04e)
- f) Total qualifying non-loan financial aid for reporting year

## 6. Retention and Status File

Beginning in the second year of the program, in June of each year. Schools will provide a file containing one record for each awarded student in the previous year's Student Information File who is NOT in the current year's Student Information File indicating the student's current status.

- a) Unique student identifier corresponding to and in the same format as the unique identifiers used in the Awarding Data file
- b) Previously Awarded Student Status-
  - (1) enrolled, eligible, unawarded
  - (2) enrolled non-eligible (as an example, the second year of a one-year award might be considered not eligible, a student's financial status may have changed)
  - (3) not enrolled.

This file is intended to provide a status only for students awarded in the previous year who were not awarded in the current year. It is not intended to be cumulative so that the Year Four file, for example, includes all students not awarded since Year One.

Files will be submitted to ISAC using the GAP Access system. Additional details regarding system use will be provided.

