

How to Create and Submit a Quick Plan

When a school or local educational agency (LEA) is unable to provide data for the Civil Rights Data Collection (CRDC), the Office for Civil Rights (OCR) relating to **Restraint and Seclusion, Referrals and Arrests** and/or **Harassment and Bullying** then the development of a **Quick Plan** is required to ensure that accurate and complete data are submitted for the <u>next collection cycle</u>.

OCR introduced this new method for the 2021-22 CRDC to allow LEAs to certify their submission while missing data without contacting the Partner Support Center (PSC).

NOTE: A quick plan can be activated at any point during the data submission process.

Reasons to Submit a Quick Plan

Generally, an LEA must submit a quick plan if required data was not collected for the collection year involving:

- Restraint and Seclusion [RSTR]
- Referrals to Law Enforcement and School-related Arrests (ARRS)
- Allegations of Harassment or Bullying (HIBS)

Typically, LEAs that have a policy against using any type of restraint or seclusion will have to complete a quick plan.

If any other data elements are missing in addition to other than the data elements mentioned above, then an action plan may need to be submitted instead. If the LEA is unsure if a quick plan and/or action plan is needed, please contact the PSC by sending an email to: crdc@aemcorp.com

Activating and Completing a Quick Plan

1. To activate a quick plan, click the Admin Tab.



Figure 1 CRDC Submission System Menu > Admin



2. Navigate to "Manage LEA" under "System Management."

Home >> Admin Home	
Admin	
User Management If you need to add additional CRDC online data entry and file upload users, you must first register their name and email address using the Add New Users feature. Once a user has been registered, you can manage their user permissions	System Management The following are tasks that can be accomplished by PSC Staff and administrators. Schools and LEAs
Immediately. You do not have to wait for them to confirm their registration before assigning permissions. Register Users	Manage LEA Submit Extension Request
Add New Users Delete User	Edit LEA Contacts Manage Schools
Use Manage User Permissions to designate user permissions to registered users. User permissions include the ability to enter and edit data for schools, LEAs and specific data modules.	Reports Data Quality Management
Manage User Permissions LEAAdministrators	System Functionality
LEA Staff School Administrators	
School Staff User Permissions Lookup	

Figure 2 CRDC Submission System Admin Page

3. Under "Actions," select one of the 3 modules to manage.

	<u>LEA Management</u>	
EA Managemei	nt	
State:		
LEA Details		Actions
ID:	0199998	
Name:	Jay Wangler Charles	
State:		Manage Postraint & Sociusion Medulo
Address:	111 Dire Mentl County Neptime Olig Reals Dig Jap 20001	Manage Resultin & Sectosion Module Manage Harassment & Bullying Module Manage Referrals & Arrests Module
Superintendent:	Milly Heat Property Constant I'm Heat Constant Const	
Principal Contact:	Unity Dataset Physical United (19) estimated (party option)	
Alternate Contact:	France Research Tenting Property Total State (1995) and tenting State (1995)	

Figure 3 CRDC Submission System LEA Management page



4. To complete a quick plan, users must answer all required questions. For instance, in Restraint and Seclusion Justification:

Mechanical Restraint Data

Did your LEA collect all the required Mechanical Restraint data? Yes / No

If "NO"

⊖ Yes	No
	li li
	○ Yes

Figure 4 Question for Mechanical Restraint data.

Must your LEA adhere to a law, statute, regulation, rule, guidance, and/or policy that prevents your LEA from collecting mechanical restraint data for grades K-12 (or the ungraded equivalent)? *Yes / No*

If "YES"

4. Must your LEA adhere to a law, statute, regulation, rule, guidance, and/or policy that preve from collecting mechanical restraint data for grades K-12 (or the ungraded equivalent)?	ents your LEA 💿 Ye	s O No
If yes, then provide a URL to the legal document that your LEA adheres to as well as an explanatio	n, and then skip item 7.	
URL		
LEA Explanation		
		1

Figure 5 Question for Mechanical Restraint data policy.

If "NO"

7. Provide a detailed plan on how your LEA will collect the mechanical restraint data for the next CRDC.						
Action Step	Responsible Parties	Time Frame – Start	Time Frame – Finish			
4		<i>h</i>				
Provide additional information	f needed (Ontional)					
	included. (Optional)					
			6			





Physical Restraint

Did your LEA collect all the required Physical Restraint data? Yes / No

IF "NO"		
2. Did your LEA collect all the required Physical Restraint data?	\bigcirc Yes	No
If no, then select the item(s) that your LEA cannot report and provide a detailed explanation as to why.		
RSTR-1: Instances of Restraint or Seclusion (Physical Restraint)		
RSTR-4: Non-IDEA Students Subjected to Restraint or Seclusion – Physical Restraint		
RSTR-5: IDEA Students Subjected to Restraint or Seclusion – Physical Restraint		
		1

Figure 7 Question for Physical Restraint data unable to report.

Must your LEA adhere to a law, statute, regulation, rule, guidance, and/or policy that prevents your LEA from collecting physical restraint data for grades K-12 (or the ungraded equivalent)? Yes / No

IF "YES"

Provide a URL to the legal document that your LEA adheres to as well as an explanation	
Policy URL	
LEA Explanation	
	1
Please provide any additional information. (Optional)	
	li li

Figure 8 Question for Physical Restraint data policy.

IF "NO"

8. Provide a detailed plan on how your LEA will collect the physical restraint data for the next CRDC.					
Action Step	Responsible Parties	Time Frame – Start	Time Frame – Finish		
	~				
Provide additional infor	mation, if needed. (Optional)				

Figure 9 Question for Physical Restraint detailed plan.



Seclusion Restraint

Did your LEA collect all the required Seclusion Restraint data? Yes / No

IF "NO"

If no, then select the item(s) that your LEA cannot report and provide a detailed explanation as to why.

□ RSTR-1: Instances of Restraint or Seclusion (Seclusion Restraint)

 \Box RSTR-6: Non-IDEA Students Subjected to Restraint or Seclusion – Seclusion Restraint

□ RSTR-7: IDEA Students Subjected to Restraint or Seclusion – Seclusion Restraint

Figure 10 Question for Seclusion Restraint data unable to report.

Seclusion Data

Must your LEA adhere to a law, statute, regulation, rule, guidance, and/or policy that prevents your LEA from collecting seclusion restraint data for grades K-12 (or the ungraded equivalent)? *Yes / No*

IF "YES"

If yes, then provide a URL to the legal document that your LEA adheres to as well as an explanation	, and then skip item 7.
URL	
LEA Explanation	

Figure 11 Question for LEA Seclusion Restraint policy.

5. Once all required information is entered, click "Certify Quick Plan."

discussion and approval of the Quick	Plan above.	Certify Quick Plan	Cancel

Figure 12 "Certify Quick Plan" button.

6. A screen with all of the LEA's responses will appear for final "Save Justification."

Your district may be subject to outreach from the Office for Civil Rights for discussion and approval of the Quick Plan above	Clear Justification	Save Justification	Cancel

Figure 13 Final "Save Justification or Clear Justification" buttons.

To clear the justification and reenable the module, click the red button labeled "Clear Justification and Enable Module" back under the quick plan form. Once the quick plan is completed, the LEA can resume entering data elsewhere or certify their submission if their submission is complete.



A pop-up message will notify users that the justification was saved successfully.



Figure 14 Justification saved pop up.

Any related modules that were requested to have a quick plan will be disabled. Disabling a module removes all data entered in that module and locks it to prevent data entry. It will be considered skipped once disabled.

RSTR	Restraint & Seclusion	N/A	N/A	
JUST	Justice Facilities	In Progress Last Edited: 12/15/2023	0.00%	
INET	Internet Access and Devices	Not Started	0.00%	

Figure 5 Screenshot illustrating that Restraint and Seclusion is now disabled

NOTE: All quick plans are subject to review by the Office for Civil Rights. The Partner Support Center may contact districts to correct their quick plan during the collection or post-collection phase.

Skip Logic – Decisions Tree

Question - Did your LEA collect all the required Seclusion data?

- If an LEA answers "No" and selects RSTR-1: Instances of Restraint or Seclusion (Seclusion), then RSTR-1 (Seclusion) is skipped and marked NA, and RSTR-6: Non-IDEA Students Subjected to Restraint or Seclusion – Seclusion and RSTR-7: IDEA Students Subjected to Restraint or Seclusion – Seclusion are required.
- If an LEA answers "No" and selects RSTR-1: Instances of Restraint or Seclusion (Seclusion) and RSTR-6: Non-IDEA Students Subjected to Restraint or Seclusion – Seclusion, then RSTR-1 (Seclusion) and RSTR-6 are skipped and marked NA, and RSTR-7: IDEA Students Subjected to Restraint or Seclusion – Seclusion is required.
- If an LEA answers "No" and selects RSTR-1: Instances of Restraint or Seclusion (Seclusion) and RSTR-7: IDEA Students Subjected to Restraint or Seclusion – Seclusion, then RSTR-1 (Seclusion) and RSTR-7 are skipped and marked NA, and RSTR-6: Non-IDEA Students Subjected to Restraint or Seclusion – Seclusion is required.
- If an LEA answers "No" and selects RSTR-1: Instances of Restraint or Seclusion (Seclusion), RSTR-6: Non-IDEA Students Subjected to Restraint or Seclusion – Seclusion, and RSTR-7: IDEA Students Subjected to Restraint or Seclusion – Seclusion, then RSTR-1 (Seclusion), RSTR-6, and RSTR-7 are skipped and marked NA.