



Reporting Justice Facilities (JUST) Module

This document is intended for the use of justice facilities only or schools that meet the justice facility definition. The purpose of this document is to provide helpful tips and demonstrate how to accurately report school level justice facilities data as well as provide key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

- JUST-1: Justice Facility Type
- JUST-2: Days in Regular School Year at Justice Facility
- JUST-3: Justice Facility Educational Program Hours per Week
- JUST-4: Justice Facility Educational Program Participants

In addition, guidance on accurately reporting zeroes, blanks (i.e., nulls) and NS is provided at the end of the document.

Resource Links

-  [CRDC Resource Center Training Videos](#)
-  [Supplemental Information for Justice Facilities](#)

DATA ELEMENT CHANGES FROM THE 2021-22 CRDC

NO NEW OR REVISED ELEMENTS

Dates

Report a cumulative count based on the entire 2021-22 regular school year, not including intersession or summer.

Skip Logic

This module DOES NOT contain skip logic. However, for the 2021-22 CRDC a new question “SCHR-2: Justice Facility Indicator” has been added to indicate whether or not the school is a justice facility. Schools that answer “No” will skip this entire module.

Justice Facility Types

Pre-adjudication facility	confines pre-adjudicated juveniles. A pre-adjudicated juvenile is an individual (typically under 21 years of age) who has been charged, but who has not participated in the court process that determines whether the juvenile has committed the crime. Adjudication is the court process that determines (judges) if the juvenile committed the act for which the juvenile is charged.
Post-adjudication facility	confines post-adjudicated juveniles. A post-adjudicated juvenile is an individual (typically under 21 years of age) who has been charged and determined to have committed the crime. Adjudication is the court process that determines (judges) if the juvenile committed the act for which the juvenile is charged.
Pre-conviction facility	confines pre-convicted adults. A pre-convicted adult is an individual (typically 21 years of age or older) who has been charged, but who has not participated in the court process that determines (judges) if the adult committed the act for which the adult is charged.
Post-conviction facility	confines post-convicted adults. A post-convicted adult is an individual (typically 21 years of age or older) who has been charged and determined to have committed the crime.

JUST-2: Days in Regular School Year at Justice Facility
Big Bang HS (NCES School ID: 019999912300)

Instructions:
Value should be entered as a whole number.

LEGEND: ✖ Errors ⚠ Warnings

For the regular 2021-2022 school year, not including intersession or summer, enter the number of days that the [regular educational program](#) operated at this [justice facility](#).

	Number
Number of days the regular educational program operated in the (currentCollectionYear) regular school year	0

Figure 1: Days in Regular School Year at Justice Facility

JUST-3: Justice Facility Educational Program Hours per Week
Big Bang HS (NCES School ID: 019999912300)

Instructions:
Value should be entered as a whole number.

LEGEND: ✖ Errors ⚠ Warnings

For the regular 2021-2022 school year, not including intersession or summer, enter the number of hours per week that the [regular educational program](#) was offered to students at this [justice facility](#).

	Number
Hours per week that the educational program was offered during the (currentCollectionYear) regular school year	30

Figure 2: Justice Facility Educational Program Hours per Week

If you report “0” for JUST-2 Days in Regular School Year at Justice Facility - number of days the regular educational program operated in the regular school year,

Then you must also report “0” for JUST-3: Justice Facility Educational Program Hours per Week.

If you reported a value greater than “0” for JUST-2 Days in Regular School Year at Justice Facility

Then you cannot report “0” for JUST-3: Justice Facility Educational Program Hours per Week.

Frequently Asked Questions

What if my school is a “Justice Facility” but the module is defaulted to NA?

If you are a Justice Facility but the module defaults to NA, please go to SCHR-2. Justice Facility Indicator and select ‘YES’.

What if my school is not a “Justice Facility” should I enter zeros or leave it blank?

If you are not a Justice Facility but still have the ability to enter data in these fields, please go to SCHR-2.

Justice Facility Indicator and select 'NO'.

What Modules are skipped for Justice Facilities?

If the school is flagged as a Justice facility, the following modules will be defaulted as not applicable in the submission system:

- APIB: Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment
- SECR: School Security Staff
- ATHL: Single-Sex Interscholastic Athletics
- ARRS: Student Discipline (Referrals to Law Enforcement & School-Related Arrests)

Are there other questions a Justice Facility should skip?

Yes! If the school is flagged as a Justice facility, the following questions in the discipline module (DISC) will be defaulted to not applicable in the submission system:

- DISC-14a: Discipline of Students without Disabilities - Expulsions with Educational Services
- DISC-14b: Students without Disabilities - Transfer to Alternative School
- DISC-15a: Discipline of Students with Disabilities - Expulsions with Educational Services
- DISC-15b: Discipline of Students with Disabilities - Transfer to Alternative School
- DISC-20: Discipline of Students without Disabilities - One or More In-School Suspensions
- DISC-21: Discipline of Students with Disabilities - One or More In-School Suspensions

When to Report Zero (0)

If data are available and applicable for a given school or LEA, but no students fall in that category, then report 0.

Not Applicable (NA)

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

When to Use Null Values

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

When to Use NS

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not overwrite an existing value in a field, so in these cases, submit the value "NS" to return the data to a "not submitted" or null status. **Note: NS only applies to file uploads and is not used in the on-screen data entry.**

When Data is Not Collected or Available

Contact the Partner Support Center to determine if your LEA will need to submit a quick plan or [action plan](#).

Partner Support Center
(855) 255-6901
Email: crdc@aemcorp.com

