

## 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 next collection cycle.

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](mailto: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.”

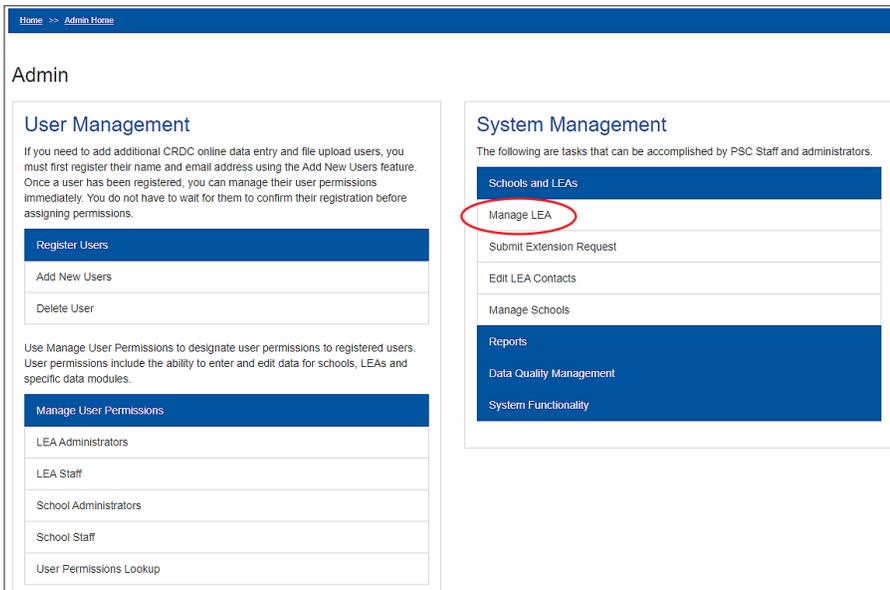


Figure 2 CRDC Submission System Admin Page

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

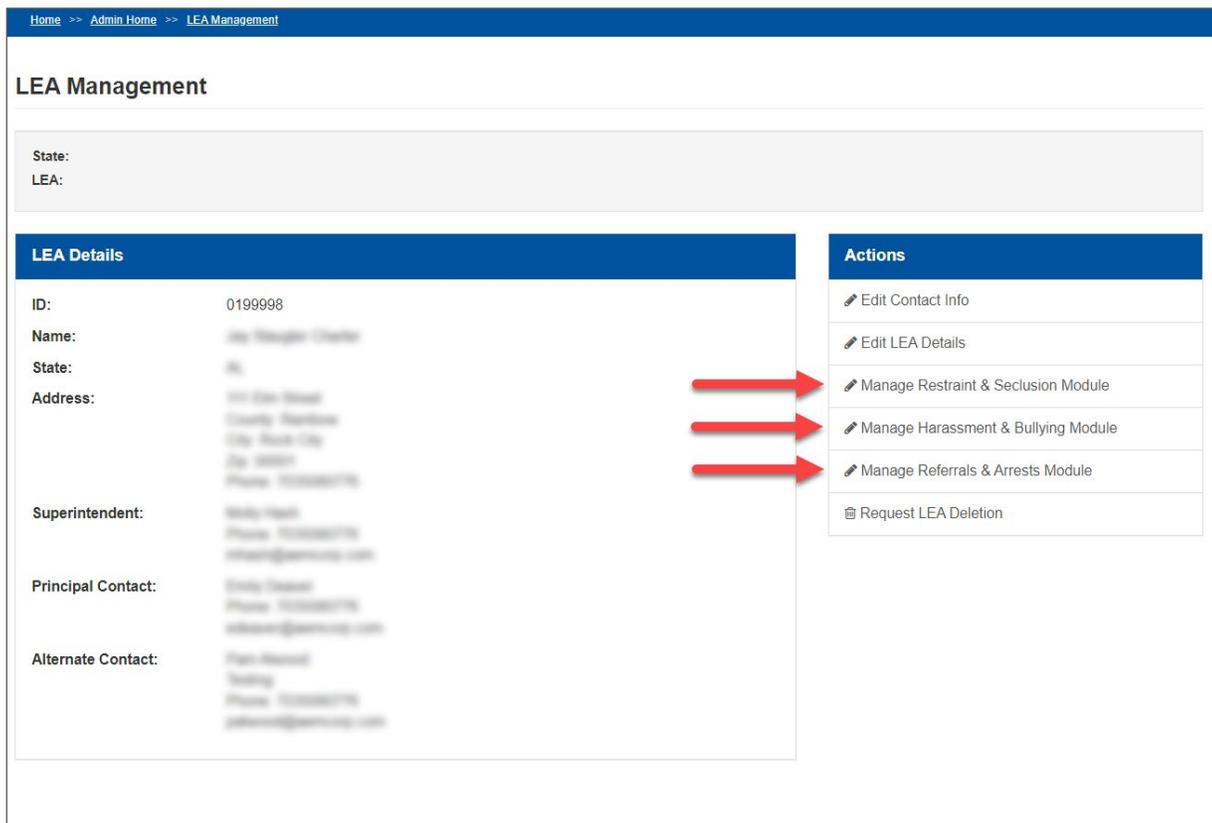


Figure 3 CRDC Submission System LEA Management page

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”**

1. Did your LEA collect all the required Mechanical Restraint data?  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 (Mechanical Restraint)

RSTR-2: Non-IDEA Students Subjected to Restraint or Seclusion – Mechanical Restraint

RSTR-3: IDEA Students Subjected to Restraint or Seclusion – Mechanical Restraint

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 prevents your LEA from collecting mechanical restraint data for grades K-12 (or the ungraded equivalent)?  Yes  No

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 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
<input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<input style="width: 95%; border: 1px solid #ccc;" type="text"/>

Provide additional information, if needed. **(Optional)**

Figure 6 Question for Mechanical Restraint detailed plan.

## 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?  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

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**

Please provide any additional information. **(Optional)**

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
<div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div>

Provide additional information, 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)  
 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.”**

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

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.

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	<input type="checkbox"/>
JUST	Justice Facilities	In Progress Last Edited: 12/15/2023	0.00%	<input type="checkbox"/>
INET	Internet Access and Devices	Not Started	0.00%	<input type="checkbox"/>

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.