OnDataSuite®

www.ondatasuite.com

Civil Rights Data Collection (CRDC) for 2020-2021

Data Collected for School Year 20-21
Report Notes Version: 2021.1.0

CRDC Submission window December 13, 2021 - February 28, 2022
Submittal Site - https://surveys.nces.ed.gov/CRDC

Change Log

| Version	Date	Description
2021.1.0	10/15/2021	Original Version
2021.1.1	10/15/2021	Check List and Data Map-changed grey check marks to red Xs
2021.1.1	11/11/2021	Added CRDC Report Center screen shot to page 4
2021.1.1	11/11/2021	Added section 6) Submitting to the OCR CRDC Data Entry Tool
2021.1.1	11/11/2021	Added step 6-Extracting to the Quick Guide

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1) OnDataSuite CRDC Introduction

Introduction

Accountability>Federal: Accountability Report Center>2021 CRDC Report Center
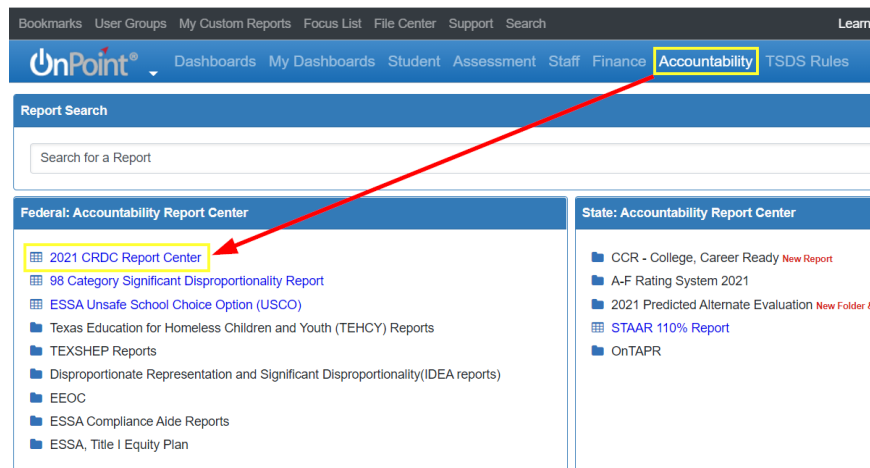
The Civil Rights Data Collection (CRDC) Report Center in OnDataSuite is the landing page for reporting OCR data to the USDE. We strongly suggest districts take the time to build their reports and review their data carefully before submitting the data to the USDE CRDC data entry tool. If report logic has to be changed after extracts are available, this will be noted in an update log found on the CRDC Report Center screen. There will also be a link to download just that particular question(s) that has been changed so that any work already completed in the USDE CRDC data entry tool will not be lost.

Helpful USDE CRDC Websites

CRDC Overview
  http://www2.ed.gov/about/offices/list/ocr/data.html

CRDC Resource Center
  https://crdc.grads360.org/#program

The 2021 CRDC is made up of two major Parts. LEA Data (District) and School Data (Campus). The data for both LEA and School can be hand keyed in or uploaded to the USDE website.

New! OnDataSuite will produce export files for both the LEA and School Data. The export files containing this data can be uploaded to the USDE site.
The following instructions outline how to populate and export the LEA and campus data from OnDataSuite. *These instructions do not assist with the navigation and use of the USDE data entry tool.*

We recommend you DO NOT certify your submission immediately; spend time reviewing the reports and checking for accuracy.

Data Sources

The CRDC report is a federal report; not all of the data needed is readily available in state standardized files. For example, PEIMS files contain approximately 85% of the needed data.

OnDataSuite will pull from multiple data sources to create the reports. All files must be created and loaded by district staff into the file center in OnDataSuite for the CRDC report to populate. District staff have the option of manually entering parts of the data if desired. In some cases, where small counts exist, creating a file for upload may not be desired; it may be simpler to hand-key the data.

2) Create CRDC School Form Data

Create and Load School Form Data Sources

Common Data Sources

Existing Files

Approximately 85% of the data needed to populate the CRDC data files will pull from your PEIMS Files. In most cases these should already be loaded into your OnDataSuite database.

1) 2020-2021 PEIMS Files (Fall and Summer)
2) 2021-2022 PEIMS Files (Fall) - *For Retention from 20-21 to 21-22*

Exam Files to be Located (ACT, SAT)

The ACT and SAT data sources come from either the ACT or College board. You need to check with staff to locate these if they have not already been loaded into OnDataSuite. These are test results of tests taken during the 20-21 year.

1) 20-21 ACT High School Assessment Results (ACT)
2) 20-21 SAT Assessment Results (College Board)

Reconcile Assessment Data Files

Student records contained in the ACT and SAT files do not contain Social Security numbers. Due to the lack of a unique student identifier such as SS#, OnDataSuite will match student records from these files based on First name, Last Name and Date of Birth. The matching process will occur during the file upload. For a student record from any one of these files to be added to your OnDataSuite database all three of these fields must match an existing student in your OnDataSuite database.

Students that do not match all three fields during the upload process must be matched manually by district staff.

Student Data Reconciliation Scenarios

Please note - File uploads related to the 20-21 CRDC only check 20-21 PEIMS data in OnDataSuite.

Scenarios that may cause a student to be on the reconciliation list:

1) Student ID change
2) Students enrolled in the district prior to, or later than the 20-21 school year
3) Demographic errors, mismatched names or DOB
4) Duplicate ID
5) Hyphenated Names

Custom Data Sources (Specific to CRDC)

The remainder of the data for the CRDC will pull from the other file sources. *The district is not required to upload all of these files.* The district may either upload the files or hand key the data in.

Files to be Created

Custom data sources on the following pages must be created by the district if so desired. Many smaller districts may have no need for this. For example, many districts may have no instances of students receiving corporal punishment.

Use the following file layout for all files:
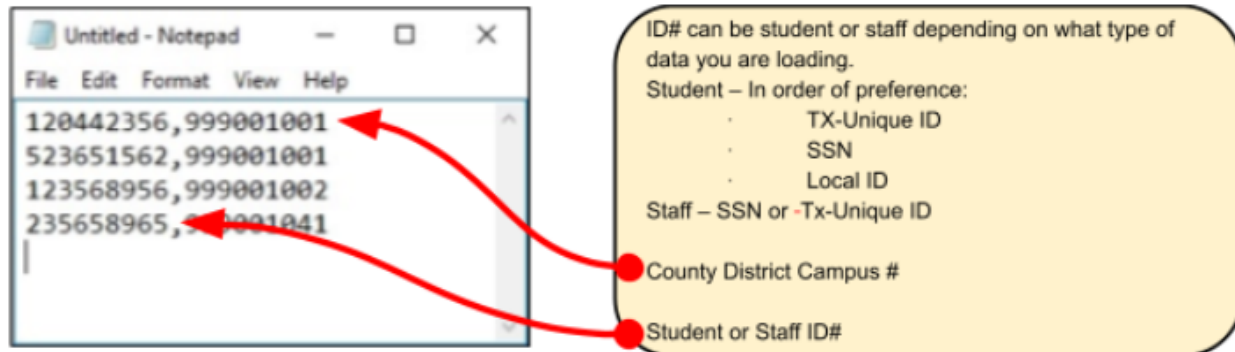
SECR: School Security Staff Data Sources

1) SECR: Security Staff - Sworn Law Enforcement Officers (SECR-1)
(SECR1_sworn_law_enf.csv)
2) SECR: Security Staff - Security Guards (SECR-1)
(SECR1_security_guards.csv)

DISC: Student Discipline (Suspension, Expulsion, Corporal Punishment) Data Sources

3) Corporal Punishment (DISC-3, DISC-4, DISC-5, DISC-6, DISC-7a, DISC-9a)
(DISC_corporal_pun.csv)
If a student has more than one corporal punishment instance, you must have a single line entry in this file for each instance (multiple lines with same student ID and campus).

ARRS: Student Discipline (Referrals to Law Enforcement & School-Related Arrests) Data Sources

4) Students who were referred to a law enforcement agency or official (ARRS-1a, ARRS-2a)
(ARRS-A_law_enforce_referral.csv)
5) Students who received a school-related arrest (ARRS-1b, ARRS-2b)
(ARRS-B_school_arrest.csv)

HIBS: Students Reported as Harassed or Bullied Data Sources

(Individuals reported in these categories are Victims)

6) On the basis of sex (HIBS-2a)

(HIBS2_student_harassed_sex.csv)
7) On the basis of race or color or national origin (HIBS-2b)
(HIBS2_student_harassed_race.csv)
8) On the basis of disability (HIBS-2c)
(HIBS2_student_harassed_disability.csv)

HIBS: Students Disciplined for Harassment or Bullying Data Sources

(Individuals reported in these categories are Perpetrators)

9) On the basis of sex (HIBS-3a)
(HIBS3_disc_harass_sex.csv)
10) On the basis of race or color or national origin (HIBS-3b)
(HIBS3_disc_harass_race.csv)
11) On the basis of disability (HIBS-3c)
(HIBS3_disc_harass_disability.csv)

RSTR: Restraint & Seclusion Data Sources

12) Students subjected to mechanical restraint (RSTR-1a, RSTR-2a, RSTR-3)
(RSTR-A_mech_restraint.csv)
13) Students subjected to physical restraint (RSTR-1b, RSTR-2b, RSTR-3)
(RSTR-B_physical_restraint.csv)
If a student has more than one restraint instance, you must have a single line entry in this file for each instance (multiple lines with same student ID and campus).

Summary of File Uploads Checklist

|	
☐ 1) Security Staff – Sworn Law Enforcement Officers	SECR1_sworn_law_enf.csv
☐ 2) Security Staff - Security Guards	SECR1_security_guards.csv
☐ 3) Corporal Punishment	DISC_corporal_pun.csv
☐ 4) Students referred to law enforcement agency or official	ARRS-A_law_enforce_referral.csv
☐ 5) Students who received a school related arrest	ARRS-B_school_arrest.csv
☐ 6) Students reported as harassed or bullied based on sex	HIBS2_student_harassed_sex.csv
☐ 7) Students reported as harassed or bullied based on race, or color or national origin	HIBS2_student_harassed_race.csv
☐ 8) Students Reported as harassed or bullied based on disability	HIBS2_student_harassed_disability.csv
☐ 9) Students disciplined for harassment or bullying on basis of sex	HIBS3_disc_harass_sex.csv
☐ 10) Students disciplined for harassment or bullying on basis of race, or color or national origin	HIBS3_disc_harass_race.csv
☐ 11) Students disciplined for harassment or bullying on basis of disability	HIBS3_disc_harass_disability.csv
☐ 12) Students subjected to mechanical restraint	RSTR-A_mech_restraint.csv
☐ 13) Students subjected to physical restraint	RSTR-B_physical_restraint.csv

Tips for creating a custom CSV File

(CSV = Comma Separated Value)

Below is an example of creating a csv file using Excel.

Things to be mindful of:
If you open an already existing CSV file most computers will default to using Excel. Be careful when editing or saving the file, Excel and other systems will add extraneous data into the file. If you open a file to edit it, make sure to save/export it as a new CSV file.

Check for leading zeros. With Staff IDs, Student IDs, and County/District/Campus IDs, make sure the formatting is correct to save leading zeros. See the Example below.
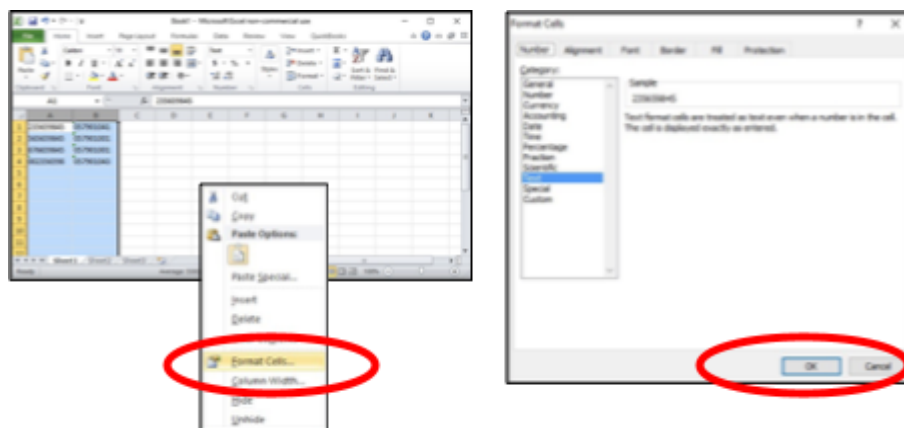
The example file above has two columns of data. The first column is an ID # and the second is a county district #. Notice the county district # has a leading zero. In order to have the display and save as a csv file properly you must format the two columns as text.

Highlight the two columns and right click, you will see the menu above. Choose "Format Cells" and you will be presented with the menu at right. Choose "Text" and then "OK".

When saving, choose "File Save As" and choose "CSV (Comma Delimited)" file type.

File Center - Upload CRDC Custom Data Sources Files
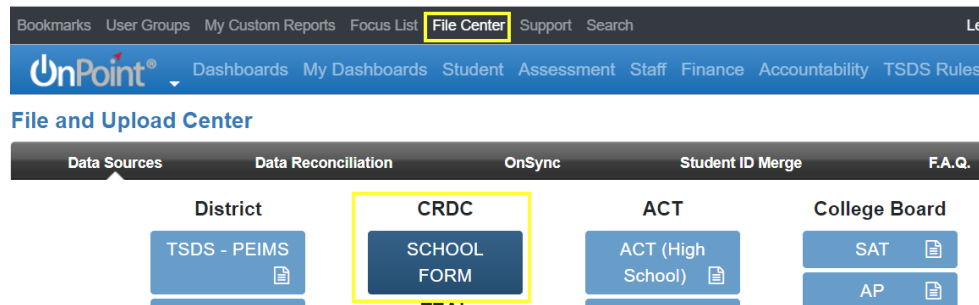
To upload your custom data sources' CSV files, navigate to the File Center. All files can be loaded with the CRDC School Form tab.

1. Click the green "Click to upload SCHOOL FORM files" bar to first locate and open the file.
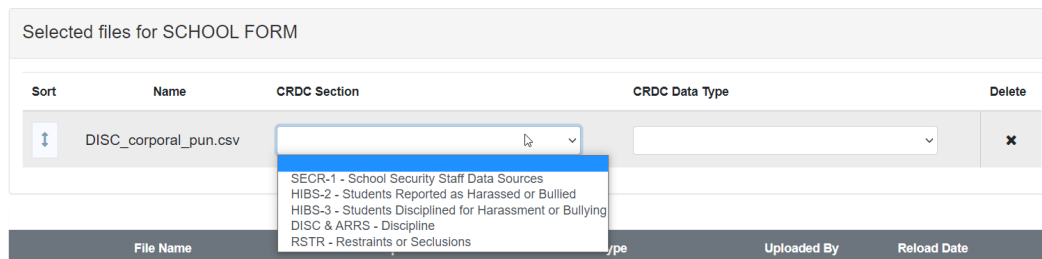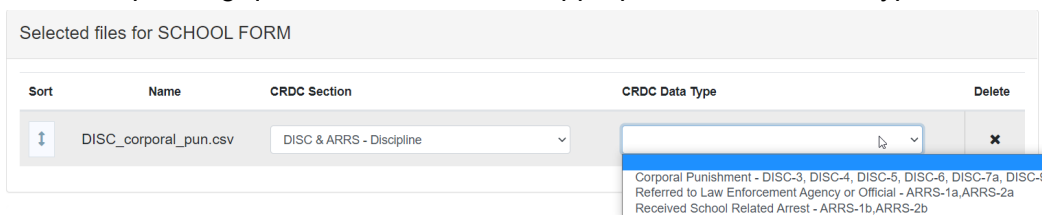2. Choose the appropriate CRDC Section depending on the file being loaded.

3. Once the CRDC Section is chosen, the CRDC Data Type dropdown is populated with the corresponding questions. Choose the appropriate CRDC Data Type.

4. Click Start Upload

TIPS:
- ❖ The user must select a CRDC Section and CRDC Data Type.
- ❖ We highly suggest naming the custom files suggested on page 8. This aids with troubleshooting.
- ❖ If a file is reloaded for the same CRDC Section and Data Type, it will overwrite and replace the previous file.
- ❖ You may edit and re-load each of the files as often as you like, but do not load multiple files for the same CRDC Section and Data Type at the same time.

❖ If you need to clear previously loaded data or want the loaded check to be green in the data map, simply load a CSV file containing a single 0. See example below using Microsoft Excel.
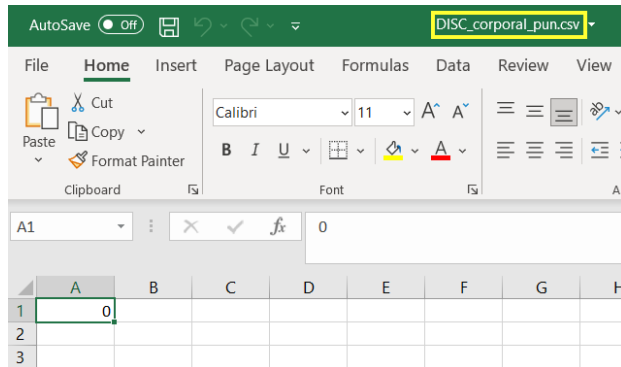
Review Custom Data Sources

It is highly recommended to review each custom data source uploaded to ensure there are no errors. These can be found on the main CRDC Report Center screen.

- Rows shaded blue indicate no file has been uploaded and will state "No Data Exists"
- Rows shaded green with clickable links indicate a file has been loaded and will state "Data Exists"
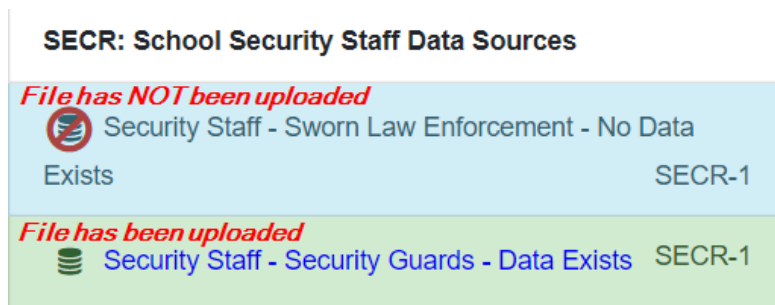
Use the link to navigate to a screen where errors can be seen.
- No PEIMS Record Found - The ID number is not finding a match in the PEIMS data
- Summer Campus Mismatch - Student questions rely on the campus that is stored in the 40110 Student School Association Extension for the PEIMS Summer submission. If you put a campus with a record that doesn't match that campus, the campus in the 40110 record will be displayed so you can correct the campus.

All records with an error need to be corrected to be included in counts.

If an error is found, it should be corrected in the CSV file and re-uploaded into OnDataSuite. For example, an incorrect ID should be corrected and the CSV file re-uploaded. Re-uploading will not cause duplicate data.

Answer School Form Edit Questions

The next step to creating the data set for the school form is to answer the school form edit questions which include guiding questions on the main CRDC Report Center screen. Click on each question's link to edit all campuses in the district.

Once you have edited the information, click the "Submit" button at the top right hand side to save changes and indicate that the question has been answered.

- Questions shaded green have at least once been reviewed and submitted. *Note: You can continuously make changes, but the first "Submit" will shade the question green.*
- Questions not shaded have not been reviewed and submitted. *Note: All questions need to be answered since guiding questions involve other questions becoming available.*

A few questions are using PEIMS data to answer as much as possible:
- SCHR-1 Grades with Students Enrolled
- RETN-1 Student Retention Indicator
- OFFN-1 Offenses - Number of Incidents

Note: These questions should not be submitted until all PEIMS data has been reviewed. Once you "Submit", PEIMS information is no longer considered.

4) Review/Update CRDC LEA Form Data

Click on the CRDC LEA Form button

| 2021 CRDC LEA Form | 🏛 2021 CRDC School Form | 📋 Check List and Data Map |
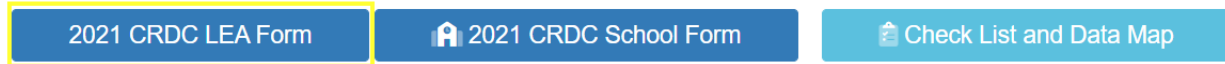
The questions are either using data calculated in the CRDC School Form or entered directly on this screen.

Click "Submit Form" to save manually entered changes.

5) Data Tools Available

CRDC Report Center

Look for the Last recalculated time and date at the right-hand top to know when values were last updated based on upload(s)
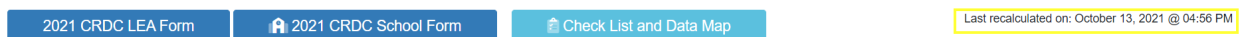
CRDC School Form

Navigation

- Use the School Form Navigator to:
  - Click on **Home** to go to the top of the form
  - Click on a heading to navigate to that area (ex: DIND)
  - Click on a specific question to navigate to that question (ex: DIND 2)
  - Click on **End** to go to the bottom of the form
- Select appropriate campus and **Change Campus**
- Click on **CRDC Report Center** to return back to the main screen
- Click on **Check List and Data Map** to navigate to the data map screen
- School Form Edit Questions
  - button to change information
- Questions requiring uploaded data
  - to go to File Center

Tools

There are useful tools under the **Tools** dropdown box

- Report Information - Toggles on/off the detailed information including the Logic statements for all questions
- Show CRDC Element Names - Toggles on/off the name of each data element used for the extract layout
- Bookmark - Allows you to Bookmark a campus school form

Check List and Data Map

The Check List and Data Map button is an optional self- auditing tool for the user.

2021 CRDC LEA Form	📋 2021 CRDC School Form	📋 Check List and Data Map

As the user loads data and answers questions, the activity will be reflected in the data map.
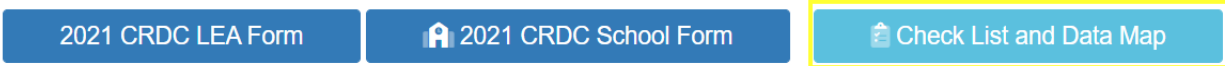
- All questions are listed with a check mark or X in the column that indicates the source used for that particular question.
  - Green check marks indicate data is available
  - Red Xs indicate no data has been loaded
- The **Complete** column can be used to mark questions you have reviewed and considered completed. These check marks are saved automatically, and can be turned on and off.

6) Submitting to the OCR CRDC Data Entry Tool

Extract CSV Files to Upload to the OCR CRDC Data Entry Tool

- Extract LEA Form CSV
- Extract School Form CSVs
  - Sections DIND to APIB
  - Sections EXAM to DISC
  - Sections ARRS to INET

2021 CRDC LEA Form	📋 2021 CRDC School Form	📋 Check List and Data Map	Extract LEA Form CSV	Extract School Form CSVs ▾

School Form Edit Questions	School Form Data Sources	Sections DIND to APIB
DIND-1. Directional Indicator – Instruction Type	**COMMON Data Sources**	Sections EXAM to DISC
DIND-2. Directional Indicator – Virtual Instruction	📚 PEIMS - Data Exists	Sections ARRS to INET
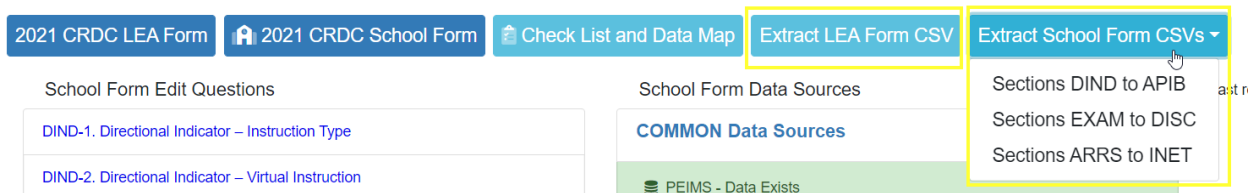
- Make sure all your campuses are represented in each CSV file. Double check by reviewing the campus list displayed in guiding question SCHR-1.

- If a campus is present in the file that you do not want to submit data for, delete that row from all files.

- Use TEA's "Ask Ted" application to review NCES District and Campus #'s.
  http://mansfield.tea.state.tx.us/tea.askted.web/Forms/Home.aspx

- If you need a campus added or deleted from the School Form, please submit a ticket and include both the county/district/campus and the NCES numbers.

- If you open the CSV file to review, you must convert the NCES LEA numbers to a number before saving again: http://manuals.ondatasuite.com/wp-content/uploads/2019/03/CRDC-Troubleshooting-School-or-LEA-IDs-Converted-by-Excel.pdf (Fix #2)

Upload your LEA/School Form data to the OCR CRDC Data Entry Tool

The 4 files extracted from OnDataSuite must be in CSV (Comma Separated) format. For most users, CSV files will open in Microsoft Excel by default. Make sure after viewing or editing the files in Excel that you save them as CSV and not Excel files.

After verifying each school form file has the campuses needed, you will need to upload the 4 CSV files and review the error reports provided by the OCR.

If data needs to be modified, there are options:

1- Change the data in a source system, reload the file into OnDataSuite, and recreate the OnDataSuite CSV files.

2- Edit the OnDataSuite CSV files directly before uploading to the OCR CRDC Data Entry tool.

3- Edit the data directly in the OCR CRDC Data Entry tool. *Caution:* Once you do this, you will not want to upload any elements that will override what you have already worked on.

Please remember to use the ticket system if you have questions or need assistance!

Thank You!

QUICK GUIDE – SCHOOL FORM

1) Review/Upload Common Data Sources files in *File Center>Data Sources*:

- 2020-2021 PEIMS Files (Fall and Summer)
- 2021-2022 PEIMS Files (Fall) - *For Retention from 20-21 to 21-22*
- 20-21 ACT High School Assessment Results (ACT)
- 20-21 SAT Assessment Results (College Board)

2) Upload Custom Data Sources files in *File Center>Data Sources* – ***Optional***

Accountability>Federal Accountability Report Center>2021 CRDC Report Center
Right-Hand side of screen

- Green shading = Upload exists
- Blue shading = Upload does not exist

3) *Accountability>Federal Accountability Report Center>2021 CRDC Report Center*
Answer School Form Edit Questions Left-Hand side of screen

- Green Shading = Question Answered
- No Shading = Question Needs Review/Submission

4) Review/Update CRDC LEA Form Data

5) Review Data for each Campus using 2021 CRDC School Form

6) Extract CSV Files for uploading to the OCR CRDC Data Entry Tool
      Extract LEA Form CSV
      Extract School Form CSVs
- Sections DIND to APIB
- Sections EXAM to DISC
- Sections ARRS to INET