WI DPI Plan for CRDC Data Support for LEAs

Department of Public Instruction

State of Wisconsin

2021-2022 Data Year

2021-22 WI DPI Plan for CRDC Data Support for LEAs v1.1.docx

Wisconsin Department of Public Instruction

Division for Libraries and Technology – Customer Services Team

Madison, Wisconsin

Plan Contents

Version Notes:

V1	Original	12/4/2023
V1.1	Updated verbiage throughout document.	1/5/2023

Project Name

CRDC Data Support

Project Customers

- Public schools and school districts, including juvenile justice facilities, charter schools, alternative schools, and schools serving students with disabilities, unless otherwise exempted by the Office of Civil Rights (OCR).
- U.S. Department of Education--Office of Civil Rights
- Partners Support Center - CRDC
- Public Stakeholders

Project Roles

Sponsor, Signer	Sara Baird, Civil Rights Compliance Officer for DPI
Sponsor	Darrel William, PhD - Assistant State Superintendent
Project Supervisor	CST Gabrielle Koontz, CTE Sharon Wendt
WI SEA – Project Manager	Susan Rose-Adametz, Kari Tenley (cross-training)
Data Mapping and File Production	Peter Shy, Sam Kothi
Communications	Susan Rose-Adametz, Kari Tenley (cross-training)
Project Support	Yvette Johanson, Peter Shay, +1staff
Collection SME Consulting	Susan Rose-Adametz, Yvette Johanson

Project Overview

In December 2023 – February 2024, the biennial Civil Rights Data Collection (CRDC) survey will be sent to the universe of local education agencies (LEA) in the U.S. The CRDC is a mandatory data collection, authorized under the statutes and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Department of Education Organization Act.

The 2021-22 CRDC will collect data from a universe of all public schools and school districts, including juvenile justice facilities, charter schools, alternative schools, and schools serving students with disabilities, unless otherwise exempted by the Office of Civil Rights (OCR). School districts complete this biennial survey for the school year of 2021-2022 in the window of December 2023 to February 2024, which historically has been a significant burden on the LEA. However, the platform has improved since 2015, so this effect is decreasing.

The main website with past data is at: U.S. Department of Education - Office of Civil Rights (OCR) The survey technical files are at the OCR - Partner Support Center Resources. Or, directly from our WI DPI CRDC Resources webpage.

Project Goals

DPI assists LEAs with this reporting burden by providing two starter files which includes data already submitted to DPI. In the past we have been able to pull together the starter files with about 60% of the data fields in the survey. Data fields are mapped from multiple data sources, outlined below, as mandated by federal and state reporting requirements. By converting the identical data that an LEA submitted to DPI for state and federal reporting needs into a CRDC-

compatible CSV format, the burden of the CRDC survey is greatly reduced. Accuracy and timeliness are increased as well.

Project Basis

This project fulfills key initiatives of the Division of Libraries and Technologies:

- Evolve value-added services from existing systems.
- Extend the functionality of data systems.
- Show leadership in data use among SEAs.
- Reduce emphasis on data collection.
- Increase emphasis on integration.

Project Communications

Letters to LEAs should be approved by Sara Baird, Civil Rights Compliance Coordinator for DPI.

Communicating the project plan early to LEAs will ensure success of the data support. LEAs should know that DPI will be providing limited support this year to reduce burden and to fulfill Division objectives. LEAs should understand the benefits and limitations of DPI assistance. In addition, it is important for LEAs to note that the DPI file must be uploaded FIRST before any LEAs login to begin their work. Once the file is uploaded LEAs can go in to modify/correct the data uploaded from the starter file and add the additional pieces of information not included.

Communications Schedule and Milestones: (tentative)

April-June 2023	- Participate in monthly SEA Engagement Workgroup teleconference. - Communicate - **Registration** tool opening **May 15 – June 30, 2023** - LEAs required to review and update their contacts and active school list. - Support LEAs.
June 2023-November 2024	- Participate in monthly SEA Engagement Workgroup teleconference. - Respond to Data Specification (LEA and School Forms) LEA questions. - Phone and email. - Communicate opening of CRDC Submission to LEAs. - Communicate LEAs ability to Opt Out of WI DPI Statewide Starter Files. - Post updated 2021-22 Course Code List . - Post WI DPI CRDC Flat File Specifications for 2021-22. - Support LEAs.
November 2024	- Participate in monthly SEA Engagement Workgroup teleconference. - Support LEAs. - DPI developed the extraction files for School and LEA Statewide Starter Files. - Load TEST STARTER FILES up to pilot submission tool.

DECEMBER 2023-JANUARY 2024	- Send reminder the U. S. OCR Federal Survey opens December 11, 2023, and will **close** on **February 26, 2024**, include LEA responsibilities/deliverables. - December 11, 2023: OCRC Submission Tool opens for LEAs and SEAs to submit upload files or manually enter the data into the tool. LEAs will have 75 days to submit and certify their data. - DPI loads the LEA and School State-wide STARTER FILES. - Participate in monthly SEA Engagement Workgroup teleconference. - Support LEAs.
FEBRUARY 2024	- Send reminder the U. S. OCR Federal Survey opened December 11, 2023, and will **close** on **February 26, 2024**, include LEA responsibilities/deliverables. - Collection closes - review the submitted data, resolve errors and warnings and certify. Document an action plan(s) as needed and continue reviewing the data. - For LEAs and/or Schools that did not complete the collection submission and certification must submit an "Action Plan" to the Office of Civil Rights. - LEAs that opted out should submit the entire collection and certify. - LEAs that opted to have DPI upload the partial data files should submit missing data, validate all data values and certify. - Participate in monthly SEA Engagement Workgroup teleconference. - Support LEAs.
MARCH-JUNE 2024	- Spring and Summer 2024: Certify Data – LEAs should review submitted data and resolve any errors and warnings. - Participate in monthly SEA Engagement Workgroup teleconference. - Support LEAs.

Project Technical Summary

DPI will provide partial CRDC education data for each LEA required to complete the CRDC survey. DPI will assist LEAs by providing CRDC-formatted files in .csv format to districts via initial upload to the federal CRDC platform. We do not certify any LEA report. DPI will note which data collections the different data elements will be populated from. It is up to the LEAs to review data uploaded and update if needed. A Flat File Specification document of what DPI will/can't submit should be posted each year.

1. SOURCES. The partial data will be gathered from the LEA completion of 2021-22 collections such as:

   - ACT and Advanced Placement (AP) student participation
   - Discipline Offense, Discipline Action and Retention (current data)
   - CTE-Dual Enrollment
   - Data Equity
   - Enrollment
   - Enterprise (School Directory)
   - Highly Qualified Teacher Audit
   - Performance Base Conversion Type
   - Roster – Courses (current data)
   - Roster - Medium of Instruction (current data)
   - Third Friday of September Snapshot - Count Date Enrollment
   - WISEstaff (teacher counts)

2. Data that will not be provided outlined in the [WI DPI 2021-22 CRDC Flat File Specification](#) document.

3. A Flat File Specification document will be created to map CRDC questions to DPI sources. Specifications will indicate DPI's Yes/No support, plus data source and constraints of data. Constraints include data provided in full, partial or not collected.

4. TIMING. The majority of the data will have been certified by the LEA. Exception includes Roster data which will be pulled from the most recent data, or current data, submitted through WISEdata. If DPI must provide preliminary or current data, LEAs must be notified.

5. The DPI state-wide starter files will be uploaded to the OCR Submission tool in 2 files, 1 LEA file for all LEAs and 1 school-level (limited to LEAs that did not Opt Out).

6. LEAs use the OCR Submission tool to complete their surveys, calculate totals, and certify the data is complete and accurate. The DPI data will partially populate this OCR Survey before the LEAs start working. Once the file is uploaded DPI will not and cannot work in the survey on behalf of a district. DPI will also, not certify the data for them.

Project Constraints

1. DPI is not responsible for completing the survey for the LEA.

2. DPI may not have data for some educational units (e.g., juvenile justice facilities) that do not normally complete DPI-mandated data collections. These educational units should be notified separately of this fact.

3. DPI will not have all student enrollments in Roster courses. These reporting limitations should be communicated to LEAs through the [WI DPI 2021-22 CRDC Flat File Specification](#) document.

4. DPI information is only as accurate as the LEA submits to us. Although DPI will make every effort to collect and return accurate data, ultimately the survey's data quality rests with the LEA.

5. DPI will support data for the educational units listed on the contact file from OCR. This file does exclude some districts and state schools. Since the OCR file is updated "live" availability to DPI resides on receipt from the Partner Support Center (PSC).

6. All DPI provided data comes from a certified data snapshot. Roster related data should be flagged for districts in the communications as being current data.