

UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND  
REHABILITATIVE SERVICES  
REHABILITATION SERVICES ADMINISTRATION  
WASHINGTON, DC 20202

POLICY DIRECTIVE

RSA-PD-16-04

DATE: September 27, 2016

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES  
STATE REHABILITATION COUNCILS  
CLIENT ASSISTANCE PROGRAMS

SUBJECT: Revision of Policy Directive (PD) 14-01 instructions for the completion of the Case Service Report Manual (RSA-911) for the State Vocational Rehabilitation Services Program and the State Supported Employment Services Program.

POLICY: Through this policy directive (PD), the Rehabilitation Services Administration (RSA) is transmitting a copy of the revised RSA-911 for the State Vocational Rehabilitation (VR) Services and State Supported Employment (SE) Services programs. The Office of Management and Budget has approved this information collection (OMB control number 1820-0508) until August 31, 2019. The attached version of the RSA-911, dated September 2016, becomes effective upon the issuance date of this PD.

VR agencies must begin the process of implementing the final RSA-911-16 data collection. However, we recognize that agencies may have difficulty implementing the new data requirements quickly enough to submit reports containing the new data elements for Program Year (PY) 2016 (July 1, 2016 through June 30, 2017). Therefore, the Department of Education (ED) is exercising its transition authority under section 503 of the Workforce Innovation and Opportunity Act (WIOA) to ensure the orderly transition from the requirements under the Rehabilitation Act of 1973 (Rehabilitation Act), as amended by the Workforce Investment Act of 1998, to the requirements of WIOA. In so doing, VR agencies will begin submitting RSA-911 data consistent with this PD for PY 2017, which begins July 1, 2017. VR agencies will submit RSA-911 data in accordance with RSA PD-14-01, dated October 25, 2013, for Federal Fiscal Year (FFY) 2016 (October 1, 2015–September 30, 2016). By July 1, 2017, each VR agency must ensure that:

- 1) the agency's data collection system is capable of capturing and reporting all the required data elements;
- 2) VR staff have completed training necessary to ensure the collection and reporting of the required data elements; and
- 3) the agency has implemented internal control processes to ensure the accuracy and validity of the data.

RSA will not approve requests for delays or waivers in meeting these requirements or the established timelines.

The FFY 2016 data collection will use the same format and submission process as was used in FFY 2015. Additional details are included in the attached RSA-911 Frequently Asked Questions (FAQ) document, dated September 2016, and incorporated as part of this PD. The attached FAQ document has been updated to reflect the publication of: (1) the joint final regulations governing performance accountability, as set forth in title I of WIOA, for the core programs of the workforce development system jointly administered by the Departments of Education and Labor; and (2) the final regulations implementing requirements imposed on the State VR program by the Rehabilitation Act, as amended by WIOA.

RSA uses the data collected through the RSA-911 to describe the performance of the VR and SE programs in the Annual Report to the Congress and the President as required by sections 13 and 101(a)(10) of the Rehabilitation Act. RSA also uses these data to assess the performance of the VR program through the calculation of evaluation standards and performance indicators as required by section 106 of the Rehabilitation Act, which must be consistent with the common performance accountability measures established under section 116 of title I of WIOA for the core programs, including the VR program, of the workforce development system.

In addition, RSA uses data reported through this data collection to support its other responsibilities under the Rehabilitation Act. Section 14(a) of the Rehabilitation Act calls for the evaluation of programs authorized under the Act as well as an assessment of the programs' effectiveness in relation to cost. Many of these evaluation studies have used RSA-911 data. RSA also uses data captured through the RSA-911 during the conduct of both the annual review and periodic onsite monitoring of VR agencies required by section 107 of the Act to examine the effectiveness of program performance.

Other important management activities, such as the provision of technical assistance, program planning, policy development, and budget preparation and development, are greatly enhanced through the use of RSA-911 data.

In addition, RSA uses RSA-911 data in the exchange of data under a data sharing agreement with the Social Security Administration, as required by section 131 of the Rehabilitation Act. Finally, the RSA-911 data are used widely by researchers' disability-related analyses and reports.

#### Electronic Submission

VR agencies must submit a comma delimited data file through an RSA-911 data portal via RSA's website, <https://rsa.ed.gov>, beginning in program year 2017. RSA-911 data must be submitted to RSA on a quarterly basis, no later than 45 days after the end of each quarter in accordance with the following schedule:

- 1) Reporting Period: July 1–September 30  
Report Due: November 15
- 2) Reporting Period: October 1–December 31  
Report Due: February 15
- 3) Reporting Period: January 1–March 31  
Report Due: May 15
- 4) Reporting Period: April 1–June 30  
Report Due: August 15.

So that a VR agency can be considered to have met the data submission requirement, the data must be submitted in accordance with the timeline above and be accurate. Failure to submit accurate and timely data may result in RSA taking enforcement action, as appropriate, in accordance with 34 CFR part 81.

#### Data Elements

The data elements have been categorized to indicate the point in the VR or SE process when the data should be collected. The data elements are designed to collect information at that particular point (e.g., application, eligibility determination, etc.). To ensure data comparability, it is important that VR agencies collect and report the data at the correct time.

#### Edit Checks

RSA will maintain a comprehensive edit check table on RSA's website, <https://rsa.ed.gov>. The table will detail, by data element, the edit checks required to ensure the integrity of data submissions. Edits describe constraints that should be satisfied by the data. RSA will analyze each data submission to determine whether the data are consistent with the edit checks. RSA will return data submissions that fail to pass the edit check to the VR agency for correction and resubmission. Any corrections made must be consistent with the agency's electronic case management system and the supporting documentation maintained by the agency. Data submissions that are submitted by the due date but are returned for correction will not be considered timely submissions.

RSA will not be issuing an edit check database application to VR agencies due to the total number of data elements. VR agencies are responsible for ensuring that any data submitted conforms to edit check and data submission requirements.

RSA made the following edits to the RSA-911 as a result of questions received from VR agencies that identified needed modifications to the RSA-911 instructions.

<b>Data Element Number</b>	<b>Data Element Description</b>	<b>Change from RSA-911 issued June 30, 2016</b>
1	Program Year	Corrected reporting period.
3	Date Report Submitted	Clarified the reporting instructions. only
393	Other Public Support at Application	Added reporting code
39	Eligibility Determination Extension	Clarified language to reflect that extensions can be granted when mutually agreed upon.
50	Employment at IPE	Amended reporting codes 3 and 4 to distinguish the Randolph-Sheppard program from other BEP programs. Added a definition for transitioning service member to reporting code 6.
51	Primary Occupation at IPE	Clarified that data element should be reported at IPE, not application.
52	Hours Worked in a Week at IPE	Clarified that data element should be reported at IPE, not application.
67	Low Income	Added (g) Is a youth living in a high poverty area, to be consistent with the PIRL.
74	State Definition for Age of Students with Disabilities	Clarified instructions for reporting the age range.
80	Enrolled in a State Adult Secondary School at the High Adult Secondary Education (ASE) Level	Included instructions for how to report data element if State does not offer State Adult Secondary School.

<b>Data Element Number</b>	<b>Data Element Description</b>	<b>Change from RSA-911 issued June 30, 2016</b>
81	Attained Secondary School Diploma	Changed the data element type from an integer to a date.
83	Enrolled in Postsecondary or Graduate Education	Added a code for reporting graduate education. Clarified the definition of academic year.
91	Vocational/Technical Credential, License, Certificate, or Certification	Added certification as an option.
348	Employment Outcome	Amended reporting codes 3 and 4 to distinguish the Randolph-Sheppard program from other BEP programs. Deleted the option to select Termination Notice, WARN, or Transitioning Service Member.
355	Reason for Exit	Combined reporting codes for Institutionalized and Individual are No Longer Available for Services Due to Residence in an Institutional Setting Other Than a Prison or Jail. Clarified the definition of Criminal Offender.
356	Employment at Exit	Amended reporting codes 3 and 4 to distinguish the Randolph-Sheppard program from other BEP programs. Deleted the option to select Termination Notice, WARN, or Transitioning Service Member.
378	Type of Recognized Credential Attained Post-Exit	Added a definition for certificate and certification.
381	Wages – First Quarter After Exit Quarter	Included instructions on reporting when information is not yet available.
385	Wages – Second Quarter After Exit Quarter	Included instructions on reporting when information is not yet available.

<b>Data Element Number</b>	<b>Data Element Description</b>	<b>Change from RSA-911 issued June 30, 2016</b>
388	Wages –Third Quarter After Exit Quarter	Included instructions on reporting when information is not yet available.
391	Wages – Fourth Quarter After Exit Quarter	Included instructions on reporting when information is not yet available.

Edits were also made to the instructions to include the definitions of a “reportable individual” and a “participant,” as set forth in the joint final regulations implementing the requirements of section 116 of WIOA.

For any questions regarding the RSA-911, please contact Melinda Kaufman, Chief of the RSA Data Collection and Analysis Unit, by phone at 202-245-7312 or by email at [melinda.kaufman@ed.gov](mailto:melinda.kaufman@ed.gov).

CITATIONS

IN LAW: Section 116 in title I of WIOA and sections 101(a)(10) and 607 of the Rehabilitation Act, as amended by WIOA.

CITATIONS IN  
REGULATIONS:  
EFFECTIVE

34 CFR 361.47, 34 CFR 361.56, 34 CFR part 361, subpart E

DATE:

Immediately upon issuance.

EXPIRATION

DATE:

August 31, 2019

INQUIRIES

TO:

RSA State liaisons

/s/

Janet L. LaBreck  
Commissioner

Attachments

cc: Council of State Administrators of Vocational Rehabilitation  
National Council of State Agencies for the Blind  
National Disability Rights Network

## Frequently Asked Questions RSA-911

### RSA Data Unit

#### 1. What has changed in the RSA-911?

The RSA-911 (OMB Control Number 1820-0508), approved by the Office of Management and Budget (OMB) on June 29, 2016, represents a substantial revision of RSA-911-14-01 (RSA-911-14), dated October 25, 2013. Two of the most significant changes include the reporting of open service record data (rather than the closed service record data required historically) and the reporting on a quarterly basis (rather than on an annual basis as done historically). The majority of the data elements are either new or revised. Each principal data element contains a field titled “change” that indicates whether the data element is “new,” “revised,” or unchanged (“none”). Revisions to the RSA-911 encompass new data elements to comply with new requirements of section 101(a)(10) of the Rehabilitation Act of 1973 (the Act), as amended by title IV of the Workforce Innovation and Opportunity Act (WIOA), and section 116 of title I of WIOA, as well as revised instructions or reporting codes for data elements that existed previously. Detailed information for each field is included in the RSA-911 Case Service Report Manual, dated September 2016 (RSA-911-16 Manual). The RSA-911-16 Manual is available at <http://www2.ed.gov/programs/rsabvrs/rsa-911-case-service-report-manual-2016.pdf>.

#### 2. Why must VR agencies submit open service record data quarterly under the new RSA-911?

In order to align the Vocational Rehabilitation (VR) program (which operates on a Federal fiscal year (FFY) basis) with the other five WIOA core programs (which operate on a program year (PY) basis) to the extent practicable, VR agencies must report participant data in a manner consistent with the jointly-administered requirements set forth in the final joint WIOA regulations and the WIOA Common Performance Reporting Information Collection Request (ICR) (approved by OMB on June 29, 2016 (OMB Control Number 1205-0526)). Section 116(a) of title I of WIOA establishes performance accountability measures that apply across the six core programs, including the VR program, to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by those programs. The primary indicators of performance, set forth in section 116(b)(2)(A)(i), are calculated on a PY basis (i.e., July 1–June 30). Because the VR program’s FFY (i.e., October 1–September 30) spans two different PYs by an overlap of one quarter (July 1–September 30) and, therefore, many participants are served by the VR program for more than one PY, the data must be reported on a quarterly basis to ensure the required data are available for the entire PY. In so doing, the VR program can ensure compliance with the performance accountability requirements of section 116 of WIOA and data comparability with the other core programs. Furthermore, the collection of quarterly data will allow RSA to analyze the data on both a PY and a FFY basis, thereby providing RSA the ability to develop required FFY reports without additional data collection and reducing the burden on State VR agencies.

RSA is requiring VR agencies to collect and report open service record data to ensure compliance with the requirements of section 101(a)(10) of the Act and section 116 of WIOA. Collecting data only after service record closure, as had been done historically, would result in the data elements for many participants not being available for reporting purposes during a given PY.

**3. When must VR agencies begin the process of collecting data under the new RSA-911?**

In accordance with section 506(b) of WIOA, the performance accountability system requirements of section 116 of WIOA took effect July 1, 2016. At that time, VR agencies were expected to begin the process of implementing the final RSA-911-16 data collection. However, we recognize that agencies may have difficulty implementing the new data requirements quickly enough to submit reports containing the new data elements for PY 2016. Therefore, the Department of Education (ED) is exercising its transition authority under section 503 of WIOA to ensure the orderly transition from the requirements under the Act, as amended by the Workforce Investment Act of 1998, to the requirements of WIOA. In so doing, VR agencies must begin to submit data required by the RSA-911-16 in PY 2017. VR agencies must submit the first quarterly RSA-911-16 report for PY 2017 by November 15, 2017, covering the reporting period from July 1, 2017 through September 30, 2017, for all service records (including students receiving pre-employment transition services, reportable individuals, and participants) open as of or after July 1, 2017. VR agencies must ensure that they begin implementation of the data system requirements in PY 2016 and that their data collection systems, including internal controls necessary to ensure the reliability and accuracy of the data being reported, support accurate and timely reporting of data no later than the start of PY 2017 (July 1, 2017).

**4. What data under the revised RSA-911-16 must VR agencies submit for FFY 2016?**

None. As stated above, VR agencies will begin to report data required by the new RSA-911-16 in PY 2017. VR agencies will submit RSA-911 data in accordance with RSA-PD-14-01 (RSA-911-14), dated October 25, 2013 for FFY 2016 (October 1, 2015–September 30, 2016). The FFY 2016 data collection will use the same format and submission process as was used in FFY 2015. The submission due date for the annual FFY 2016 RSA-911-14 data is November 30, 2016.

**5. What RSA-911 data must VR agencies report for the nine-month period between October 1, 2016 and June 30, 2017 (i.e., the first nine months of FFY 2017)?**

For the first nine months of FFY 2017 (October 1, 2016–June 30, 2017), VR agencies will continue to submit closed service record data in accordance with the requirements set forth in the RSA-911-14. A partial FFY 2017 RSA-911-14 report for the reporting period October 1, 2016 through June 30, 2017 must be submitted to RSA by August 30, 2017. This will be the last RSA-911-14 closed service record data report using the former RSA-911-14.

**6. Must VR agencies report the complete RSA-911-16 data collection for the quarterly reporting period ending September 30, 2017?**

Yes. The submission of the first quarterly RSA-911-16 report for PY 2017 is due by November 15, 2017, and it will cover the reporting period from July 1, 2017, through September 30, 2017. Therefore, any individuals meeting the definition of a “reportable individual” or “participant” as defined in 34 CFR 361.150<sup>1</sup> and the joint Performance ICR, as of July 1, 2017, must be included in the agency’s RSA-911-16 reporting system. Reportable individuals include individuals receiving pre-employment transition services (regardless of whether they have applied and been determined eligible for VR services)<sup>2</sup> and applicants for VR services. This means that an agency must report data elements in the RSA-911-16 for all individuals who meet the definition of “reportable individual” or “participant” during the first quarter of PY 2017 (July 1, 2017–September 30, 2017), regardless of whether their VR service records were opened prior to July 1, 2017 (i.e., their VR services were initiated prior to that date). Agencies are not required to retroactively report data in the RSA-911-16 for individuals who exited the VR program (i.e., their VR service records were closed) prior to July 1, 2017, regardless of whether they meet the definition of “reportable individual” or “participant.” Data for individuals who exited prior to July 1, 2017, are to be reported through the RSA-911-14. This information is required to ensure that RSA-911-16 data are complete for all “reportable individuals” and “participants” for the first PY 2017 quarterly reporting period ending September 30, 2017.

**7. Will RSA provide a data edit program for VR agencies to check the accuracy of their RSA-911-16 data?**

No. VR agencies are responsible for ensuring that any data submitted conform to data submission requirements. However, RSA will maintain a comprehensive data edit table on the RSA website at <https://rsa.ed.gov/>, which will detail, by data element, the edits required to ensure the accuracy and integrity of data submitted. ED will analyze each data submission to determine whether the data are consistent with the edits. ED will return data submissions that fail the edit check to the VR agency for correction and resubmission. More information about the edit process is included in the RSA-911-16 Manual.

**8. What data must VR agencies report regarding students with disabilities receiving pre-employment transition services?**

A section titled “Pre-Employment Transition Services” was added to the “General Information” included in the RSA-911-16 Manual (see section I.H). This section clarifies the data elements required when an individual receives pre-employment transition services prior to applying and being determined eligible for VR services. The pre-employment transition services-related data elements included in the RSA-911-16 are those required to satisfy statutory and regulatory requirements. However, if the student has applied for and been determined eligible for the VR

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<sup>1</sup> Most of the regulations in 34 CFR part 361 governing the VR program took effect on September 19, 2016, 30 days after publication in the Federal Register, which occurred on August 19, 2016. The regulations in 34 CFR part 361 Subparts D through F will take effect on October 18, 2016, 60 days after publication in the Federal Register. The regulations in these subparts are part of the jointly-administered regulations with the Department of Labor.

<sup>2</sup> A student with a disability who is receiving pre-employment transition services is a “reportable individual” if he or she has not yet applied and been determined eligible for VR services. However, once the student with a disability who is receiving pre-employment transition services applies, is determined eligible for VR services, and has an approved individualized plan for employment in place, he or she would meet the definition of a “participant” in 34 CFR 361.150(a).

program, then all data elements, including the pre-employment transition services-related data elements, if necessary, required of other VR program participants, would be applicable to these students as well.

**9. When is the service record of a student with a disability who receives pre-employment transition services considered “closed”?**

For a student with a disability who solely received pre-employment transition services and who has not applied or been determined eligible to receive other VR services, the service record is closed when the student is no longer receiving such services as indicated in the pre-employment transition services data elements included in the RSA-911-16 Manual (see section X). Codes were added to the pre-employment transition service data elements to enable agencies to report when those services are no longer being provided. However, if a student with a disability has applied and been determined eligible for VR services, the student’s service record would be “closed” when the student satisfies the definition of “exit” at 34 CFR 361.150(c) because his or her service record is closed pursuant to 34 CFR 361.43 or 361.56.

**10. Are Social Security Numbers (SSNs) required for the RSA-911-16?**

No. A SSN is not required for an individual to receive services through the VR program and, thus, individuals are not required to provide one. The RSA-911-16 requires VR agencies to report a unique identifier for each individual, thereby enabling ED to report an unduplicated count of individuals receiving services in accordance with the Joint WIOA Performance ICR. If an individual does not have an SSN or chooses not to provide an SSN, only the Unique Identifier is reported. Additional information regarding the Unique Identifier is included in the RSA-911-16 Manual (see section I.C). Although VR agencies are not required to report SSNs, the collection of SSNs by VR agencies will enable them to comply with the employment-related primary indicators of performance required by section 116(b)(2)(A)(i) of WIOA. If an individual refuses to provide the VR agency with a SSN, the VR agency will need to rely on supplemental wage information in order to comply with section 116.

**11. How will the incomes of individual’s exiting with self-employment outcomes be reported?**

Individuals who receive services through the VR program to assist with the achievement of employment outcomes in self-employment are considered “participants” as that term is defined in 34 CFR 361.150(a) and thus must be taken into account when calculating a VR agency’s performance on those measures. Therefore, individuals with self-employment outcomes will be accounted for in the same manner as other participants under WIOA for purposes of calculating levels of performance. Since the employment status and earnings of self-employed individuals are not always captured through the unemployment insurance wage system, a VR agency may use supplemental wage information to obtain the data necessary for the calculation of its performance. Using such supplemental data ensures that VR programs are able to provide a more representative picture of their performance. If a State uses supplemental information to report on the employment rate indicators, the State must also use supplemental information to report on the median earnings indicators. In particular, States that elect not to use supplemental information

and follow-up methods are expected to include participants who do not have the necessary data points to complete a wage record match in the denominator of the calculation. These individuals will not be included on the third employment indicator (median wage in the second quarter after the exit quarter). ED and the Department of Labor intend to issue additional guidance regarding the use of supplemental wage information.

**12. Does the RSA-911 collect all data elements necessary to report the effectiveness in serving employers indicator?**

No. The RSA-911 collects individual-level data regarding VR participants that are contained in their VR service records. The data elements collected through the RSA-911 are necessary to determine the State's level of performance under the VR program for purposes of the performance indicators related to participants. These indicators are those related to employment in the second and fourth quarters after exit, the median earnings in the second quarter after exit, credential attainment, and measureable skill gains. The effectiveness in serving employers indicator specifically measures how effective a State is in meeting the needs of employers, which is separate and distinct from the indicators related to the program's performance with respect to participants.

With respect to the effectiveness in serving employers indicator, the WIOA Joint Performance ICR requires each State to choose two of the three approaches (employer retention, employer penetration, and repeat business customer) described in the preambles of both the Notice of Proposed Rulemaking and the Final Rule, as well as any additional measure that the Governor may establish related to services to employers. States must report results related to the effectiveness in serving employers indicator in the first WIOA annual report due in October 1, 2017. The data elements related to the three different approaches are not included in the Joint Performance ICR because it is unknown which States will choose which two of the three possible approaches and which States will elect to establish a completely different approach for measuring performance under this indicator. ED and the Department of Labor anticipate that a revised Joint Performance ICR will be developed to capture data regarding the effectiveness in serving employers indicator once more information is learned as to how the States proceed with this indicator.

Nevertheless, RSA will collect through the RSA-911 certain individual-level data regarding VR participants that could be used by a State to demonstrate the VR agency's effectiveness in serving employers with respect to employer retention of a participant. For participants exiting the VR program with an employment outcome, the RSA-911 requires VR agencies to report whether the participant exiting the VR program had the same employer during the second quarter and fourth quarter after the exit quarter. This data element can be used to inform the employer retention measure. However, the data for the employer penetration rate and the repeat business customer rate are not data elements specific to an individual's VR services or service record. Consequently, such data are not captured in the RSA-911. For States choosing to implement the employer penetration or repeat business customer approaches to measure a program's effectiveness in serving employers, VR agencies must work collaboratively with their WIOA core program partners to develop and implement the processes necessary to report on the data elements the State selects.

**13. Where should questions regarding implementation of the RSA-911 be sent?**

Questions regarding the RSA-911 should be sent to [RSAData@ed.gov](mailto:RSAData@ed.gov).

**REPORTING MANUAL FOR THE**

**CASE SERVICE REPORT**  
**(RSA-911)**

**STATE VOCATIONAL REHABILITATION SERVICES**  
**AND**  
**STATE SUPPORTED EMPLOYMENT SERVICES PROGRAMS**

U.S. DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES  
REHABILITATION SERVICES ADMINISTRATION

OMB CONTROL NUMBER: 1820-0508

SEPTEMBER 2016

## TABLE OF CONTENTS

<b>I. GENERAL INFORMATION .....</b>	<b>1</b>
A. Data Reporting Requirements .....	1
1. Internal Controls.....	2
2. Supporting Documentation .....	2
B. Case Service Records .....	3
C. Unique Individuals .....	3
D. Data Elements.....	4
E. Data Submission.....	5
F. Edit Checks.....	6
G. WIOA Participant Individual Record Layout (WIOA PIRL).....	6
H. Pre-Employment Transition Services.....	7
<b>II. REPORTING PERIOD IDENTIFICATION DATA ELEMENTS.....</b>	<b>8</b>
A. Program Year .....	8
B. Program Year Quarter .....	8
C. Date Report Submitted .....	8
D. Agency Code .....	8
<b>III. UNIQUE IDENTIFIER DATA ELEMENTS.....</b>	<b>10</b>
A. Unique Identifier .....	10
B. Social Security Number.....	11
<b>IV. DATA ELEMENTS AT APPLICATION.....</b>	<b>11</b>
A. Date of Application .....	11
B. Date of Birth.....	12
C. Individual Characteristics.....	12
1. Sex .....	12
2. American Indian or Alaska Native .....	13
3. Asian.....	13
4. Black or African American .....	14
5. Native Hawaiian or Other Pacific Islander .....	14

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

- 6. White ..... 14
- 7. Ethnicity - Hispanic or Latino ..... 15
- 8. Veteran ..... 16
- 9. Living Arrangement ..... 16
  
- D. Location Information..... 16
  - 1. State Postal Code of Residence ..... 16
  - 2. County FIPS Code ..... 18
  - 3. Zip Code..... 18
  
- E. Source of Referral ..... 19
  
- F. Student with a Disability ..... 20
  
- G. Support ..... 21
  - 1. Social Security Disability Insurance (SSDI) at Application ..... 21
  - 2. Supplemental Security Income (SSI) for the Aged, Blind, or Disabled at Application..... 21
  - 3. Temporary Assistance for Needy Families (TANF) at Application ..... 21
  - 4. General Assistance (State or local government) at Application ..... 21
  - 5. Veterans' Disability Benefits at Application ..... 22
  - 6. Workers' Compensation at Application ..... 22
  - 7. Unemployment Insurance at Application..... 22
  - 8. Primary Source of Support at Application ..... 22
  - 9. Other Public Support at Application..... 23
  
- H. Medical Insurance Coverage ..... 23
  - 1. Medicaid at Application..... 23
  - 2. Medicare at Application ..... 23
  - 3. State or Federal Affordable Care Act Exchange at Application..... 23
  - 4. Public Insurance from Other Sources at Application..... 24
  - 5. Private Insurance Through Employer at Application ..... 24
  - 6. Not Yet Eligible for Private Insurance Through Employer..... 24
  - 7. Private Insurance Through Other Means at Application ..... 24

**V. ELIGIBILITY DATA ELEMENTS.....24**

- A. Date of Eligibility Determination.....24
- B. Eligibility Determination Extension.....25

**VI. ORDER OF SELECTION (OOS) DATA ELEMENTS.....25**

- A. Date of Placement on OOS Waiting List .....25
- B. Date of Exit from OOS Waiting List.....25

**VII. DISABILITY DATA ELEMENTS.....26**

- A. Individual with a Disability .....26
- B. Primary Disability .....26
- C. Secondary Disability .....28
- D. Significance of Disability .....28

**VIII. TRIAL WORK EXPERIENCE DATA ELEMENTS .....29**

- A. Start Date of Trial Work Experience.....29
- B. End Date of Trial Work Experience.....29

**IX. INDIVIDUALIZED PLAN FOR EMPLOYMENT (IPE) DATA ELEMENTS .....30**

- A. Date of Most Recent or Amended IPE .....30
- B. Supported Employment Goal on Current IPE .....30
- C. Employment .....31
  - 1. Employment at IPE .....31
  - 2. Primary Occupation at IPE.....33
  - 3. Hourly Wage at IPE .....33
  - 4. Hours Worked in a Week at IPE.....33
- D. WIOA Program Involvement .....34
  - 1. Adult34
  - 2. Adult Education .....34
  - 3. Dislocated Worker .....35
  - 4. Job Corps .....36
  - 5. Vocational Rehabilitation .....36
  - 6. Wagner-Peyser Employment Service .....37
  - 7. Youth .....37
  - 8. YouthBuild .....37

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

- E. Barriers to Employment .....38
  - 1. Long-Term Unemployed ..... 38
  - 2. Exhausting TANF Within Two Years ..... 38
  - 3. Foster Care Youth ..... 38
  - 4. Homeless Individual, Homeless Children and Youths, or Runaway Youth ..... 39
  - 5. Ex-Offender ..... 40
  - 6. Low Income ..... 40
  - 7. English Language Learner ..... 41
  - 8. Basic Skills Deficient/Low Levels of Literacy ..... 41
  - 9. Cultural Barriers ..... 42
  - 10. Single Parent ..... 42
  - 11. Displaced Homemaker ..... 42
  - 12. Migrant and Seasonal Farmworker ..... 43
  
- F. Education .....43
  - 1. State Definition for Age of Students with Disabilities ..... 43
  - 3. Highest Educational Level Completed ..... 45
  - 4. Highest Elementary or Secondary School Grade Completed ..... 45
  - 5. Enrolled in Secondary Education ..... 45
  - 6. Date Received Special Education Certificate of Completion ..... 46
  - 7. Enrolled in a State Adult Secondary School at the High Adult Secondary Education (ASE) Level ..... 46
  - 8. Attained Secondary School Diploma ..... 46
  - 9. Date Attained Secondary School Equivalency (GED) ..... 47
  - 10. Enrolled in Postsecondary or Graduate Education ..... 47
  - 11. Enrolled in Postsecondary Education ..... 47
  - 12. Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment ..... 48
  - 13. Completed Some Postsecondary Education, No Degree or Certificate ..... 48
  - 14. Date Attained Associate’s Degree ..... 49
  - 15. Date Attained Bachelor's Degree ..... 49
  - 16. Date Attained Master’s Degree ..... 49
  - 17. Date Attained Graduate Degree (e.g., Ph.D., Ed.D., J.D., M.D.) ..... 49
  
- G. Vocational/Technical Credential, License, Certificate, or Certification .....49
  - 1. Enrolled in a Career or Technical Training Program, Not Leading to a Recognized Postsecondary Credential ..... 49
  - 2. Enrolled in a Career or Technical Training Program, Leading to a Recognized Postsecondary Credential ..... 50
  - 3. Date Attained Vocational/Technical License ..... 50
  - 4. Date Attained Vocational/Technical Certificate ..... 50
  
- H. Other Education or Training .....50
  - 1. Date Attained Other Recognized Diploma, Degree, or Certificate ..... 50

**X. PRE-EMPLOYMENT TRANSITION SERVICES DATA ELEMENTS.....51**

- A. Start Date of Pre-Employment Transition Services .....51
- B. Job Exploration Counseling .....54
  - 1. Service Provided by VR Agency Staff (in-house)..... 54
  - 2. Service Provided Through VR Agency Purchase ..... 55
    - 2.1 Purchased Service Provider Type..... 55
    - 2.2 VR Program Expenditure for Purchased Service..... 55
  - 3. Service Provided by Comparable Services and Benefits Providers..... 55
    - 3.1 Comparable Services and Benefits Provider Type ..... 55
- C. Work Based Learning Experiences .....55
  - 1. Service Provided by VR Agency Staff (in-house)..... 55
  - 2. Service Provided Through VR Agency Purchase ..... 55
    - 2.1 Purchased Service Provider Type..... 55
    - 2.2 VR Program Expenditure for Purchased Service..... 56
  - 3. Service Provided by Comparable Services and Benefits Providers..... 56
    - 3.1 Comparable Services and Benefits Provider Type ..... 56
- D. Counseling on Enrollment Opportunities.....56
  - 1. Service Provided by VR Agency Staff (in-house)..... 56
  - 2. Service Provided Through VR Agency Purchase ..... 56
    - 2.1 Purchased Service Provider Type..... 56
    - 2.2 VR Program Expenditure for Purchased Service..... 56
  - 3. Service Provided by Comparable Services and Benefits Providers..... 57
    - 3.1 Comparable Services and Benefits Provider Type ..... 57
- E. Workplace Readiness Training.....57
  - 1. Service Provided by VR Agency Staff (in-house)..... 57
  - 2. Service Provided Through VR Agency Purchase ..... 57
    - 2.1 Purchased Service Provider Type..... 57
    - 2.2 VR Program Expenditure for Purchased Service..... 57
  - 3. Service Provided by Comparable Services and Benefits Providers..... 57
    - 3.1 Comparable Services and Benefits Provider Type ..... 57
- F. Instruction in Self Advocacy .....58
  - 1. Service Provided by VR Agency Staff (in-house)..... 58
  - 2. Service Provided Through VR Agency Purchase ..... 58
    - 2.1 Purchased Service Provider Type..... 58
    - 2.2 VR Program Expenditure for Purchased Service..... 58
  - 3. Service Provided by Comparable Services and Benefits Providers..... 58
    - 3.1 Comparable Services and Benefits Provider Type ..... 58

- XI. VR AND SE SERVICE DATA ELEMENTS (APPLICANTS AND ELIGIBLE INDIVIDUALS).....59**
  - A. Start Date of Initial VR Service On or After IPE .....59
  - B. Date of Most Recent Career Service .....59
- XII. TRAINING SERVICES DATA ELEMENTS.....62**
  - A. Graduate College or University.....62
    - 1. Service Provided by VR Agency Staff (in-house).....63
    - 2. Service Provided Through VR Agency Purchase .....63
      - 2.1 Purchased Service Provider Type.....63
      - 2.2 Amount of VR Funds Expended for Service (Title I).....63
      - 2.3 Amount of SE Funds Expended for Service (Title VI) .....63
    - 3. Service Provided by Comparable Services and Benefits Providers.....63
      - 3.1 Comparable Services and Benefits Provider Type .....63
  - B. Four-Year College or University Training .....63
    - 1. Service Provided by VR Agency Staff (in-house).....64
    - 2. Service Provided Through VR Agency Purchase .....64
      - 2.1 Purchased Service Provider Type.....64
      - 2.2 Amount of VR Funds Expended for Service (Title I).....64
      - 2.3 Amount of SE Funds Expended for Service (Title VI) .....64
    - 3. Service Provided by Comparable Services and Benefits Providers.....64
      - 3.1 Comparable Services and Benefits Provider Type .....64
  - C. Junior or Community College Training .....64
    - 1. Service Provided by VR Agency Staff (in-house).....65
    - 2. Service Provided Through VR Agency Purchase .....65
      - 2.1 Purchased Service Provider Type.....65
      - 2.2 Amount of VR Funds Expended for Service (Title I).....65
      - 2.3 Amount of SE Funds Expended for Service (Title VI) .....65
    - 3. Service Provided by Comparable Services and Benefits Providers.....65
      - 3.1 Comparable Services and Benefits Provider Type .....65
  - D. Occupational or Vocational Training .....65
    - 1. Service Provided by VR Agency Staff (in-house).....66
    - 2. Service Provided Through VR Agency Purchase .....66
      - 2.1 Purchased Service Provider Type.....66
      - 2.2 Amount of VR Funds Expended for Service (Title I).....66
      - 2.3 Amount of SE Funds Expended for Service (Title VI) .....66
    - 3. Service Provided by Comparable Services and Benefits Providers.....66
      - 3.1 Comparable Services and Benefits Provider Type .....66

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

- E. On The Job Training.....67
  - 1. Service Provided by VR Agency Staff (in-house).....67
  - 2. Service Provided Through VR Agency Purchase .....67
    - 2.1 Purchased Service Provider Type.....67
    - 2.2 Amount of VR Funds Expended for Service (Title I).....67
    - 2.3 Amount of SE Funds Expended for Service (Title VI) .....67
  - 3. Service Provided by Comparable Services and Benefits Providers.....67
    - 3.1 Comparable Services and Benefits Provider Type .....67
- F. Registered Apprenticeship Training.....68
  - 1. Service Provided Through VR Agency Purchase .....68
    - 1.1 Purchased Service Provider Type.....68
    - 1.2 Amount of VR Funds Expended for Service (Title I).....68
    - 1.3 Amount of SE Funds Expended for Service (Title VI) .....68
  - 2. Service Provided by Comparable Services and Benefits Providers.....68
    - 2.1 Comparable Services and Benefits Provider Type .....68
- G. Basic Academic Remedial or Literacy Training .....69
  - 1. Service Provided by VR Agency Staff (in-house).....69
  - 2. Service Provided Through VR Agency Purchase .....69
    - 2.1 Purchased Service Provider Type.....69
    - 2.2 Amount of VR Funds Expended for Service (Title I).....69
    - 2.3 Amount of SE Funds Expended for Service (Title VI) .....69
  - 3. Service Provided by Comparable Services and Benefits Providers.....69
    - 3.1 Comparable Services and Benefits Provider Type .....69
- H. Job Readiness Training .....70
  - 1. Service Provided by VR Agency Staff (in-house).....70
  - 2. Service Provided Through VR Agency Purchase .....70
    - 2.1 Purchased Service Provider Type.....70
    - 2.2 Amount of VR Funds Expended for Service (Title I).....70
    - 2.3 Amount of SE Funds Expended for Service (Title VI) .....70
  - 3. Service Provided by Comparable Services and Benefits Providers.....70
    - 3.1 Comparable Services and Benefits Provider Type .....70
- I. Disability Related Skills Training .....71
  - 1. Service Provided by VR Agency Staff (in-house).....71
  - 2. Service Provided Through VR Agency Purchase .....71
    - 2.1 Purchased Service Provider Type.....71
    - 2.2 Amount of VR Funds Expended for Service (Title I).....71
    - 2.3 Amount of SE Funds Expended for Service (Title VI) .....71
  - 3. Service Provided by Comparable Services and Benefits Providers.....71
    - 3.1 Comparable Services and Benefits Provider Type .....72

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

- J. Miscellaneous Training .....72
  - 1. Service Provided by VR Agency Staff (in-house)..... 72
  - 2. Service Provided Through VR Agency Purchase ..... 72
    - 2.1 Purchased Service Provider Type..... 72
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 72
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 72
  - 3. Service Provided by Comparable Services and Benefits Providers..... 72
    - 3.1 Comparable Services and Benefits Provider Type ..... 73
  
- K. Randolph-Sheppard Entrepreneurial Training.....73
  - 1. Service Provided by VR Agency Staff (in-house)..... 73
  - 2. Service Provided Through VR Agency Purchase ..... 73
    - 2.1 Purchased Service Provider Type..... 73
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 73
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 73
  - 3. Service Provided by Comparable Services and Benefits Providers..... 73
    - 3.1 Comparable Services and Benefits Provider Type ..... 74
  
- L. Customized Training .....74
  - 1. Service Provided by VR Agency Staff (in-house)..... 74
  - 2. Service Provided Through VR Agency Purchase ..... 74
    - 2.1 Purchased Service Provider Type..... 74
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 74
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 74
  - 3. Service Provided by Comparable Services and Benefits Providers..... 75
    - 3.1 Comparable Services and Benefits Provider Type ..... 75
  
- XIII. CAREER SERVICES DATA ELEMENTS.....75**
  
- A. Assessment .....75
  - 1. Service Provided by VR Agency Staff (in-house)..... 75
  - 2. Service Provided Through VR Agency Purchase ..... 75
    - 2.1 Purchased Service Provider Type..... 75
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 76
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 76
  - 3. Service Provided by Comparable Services and Benefits Providers..... 76
    - 3.1 Comparable Services and Benefits Provider Type ..... 76
  
- B. Diagnosis and Treatment of Impairments .....76
  - 1. Service Provided by VR Agency Staff (in-house)..... 77
  - 2. Service Provided Through VR Agency Purchase ..... 77
    - 2.1 Purchased Service Provider Type..... 77
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 77
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 77

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

- 3. Service Provided by Comparable Services and Benefits Providers..... 78
  - 3.1 Comparable Services and Benefits Provider Type ..... 78
- C. Vocational Rehabilitation Counseling and Guidance..... 78
  - 1. Service Provided by VR Agency Staff (in-house)..... 78
  - 2. Service Provided Through VR Agency Purchase ..... 78
    - 2.1 Purchased Service Provider Type..... 78
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 78
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 78
  - 3. Service Provided by Comparable Services and Benefits Providers..... 79
    - 3.1 Comparable Services and Benefits Provider Type ..... 79
- D. Job Search Assistance ..... 79
  - 1. Service Provided by VR Agency Staff (in-house)..... 79
  - 2. Service Provided Through VR Agency Purchase ..... 79
    - 2.1 Purchased Service Provider Type..... 79
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 79
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 80
  - 3. Service Provided by Comparable Services and Benefits Providers..... 80
    - 3.1 Comparable Services and Benefits Provider Type ..... 80
- E. Job Placement Assistance..... 80
  - 1. Service Provided by VR Agency Staff (in-house)..... 80
  - 2. Service Provided Through VR Agency Purchase ..... 80
    - 2.1 Purchased Service Provider Type..... 80
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 80
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 81
  - 3. Service Provided by Comparable Services and Benefits Providers..... 81
    - 3.1 Comparable Services and Benefits Provider Type ..... 81
- F. Short Term Job Supports ..... 81
  - 1. Service Provided by VR Agency Staff (in-house)..... 81
  - 2. Service Provided Through VR Agency Purchase ..... 81
    - 2.1 Purchased Service Provider Type..... 81
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 81
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 82
  - 3. Service Provided by Comparable Services and Benefits Providers..... 82
    - 3.1 Comparable Services and Benefits Provider Type ..... 82
- G. Supported Employment Services ..... 82
  - 1. Service Provided by VR Agency Staff (in-house)..... 82
  - 2. Service Provided Through VR Agency Purchase ..... 82
    - 2.1 Purchased Service Provider Type..... 83
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 83

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

- 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 83
- 3. Service Provided by Comparable Services and Benefits Providers ..... 83
  - 3.1 Comparable Services and Benefits Provider Type ..... 83
- H. Information and Referral Services ..... 83
  - 1. Service Provided by VR Agency Staff (in-house) ..... 83
  - 2. Service Provided Through VR Agency Purchase ..... 83
    - 2.1 Purchased Service Provider Type ..... 84
    - 2.2 Amount of VR Funds Expended for Service (Title I) ..... 84
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 84
  - 3. Service Provided by Comparable Services and Benefits Providers ..... 84
    - 3.1 Comparable Services and Benefits Provider Type ..... 84
- I. Benefits Counseling ..... 84
  - 1. Service Provided by VR Agency Staff (in-house) ..... 85
  - 2. Service Provided Through VR Agency Purchase ..... 85
    - 2.1 Purchased Service Provider Type ..... 85
    - 2.2 Amount of VR Funds Expended for Service (Title I) ..... 85
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 85
  - 3. Service Provided by Comparable Services and Benefits Providers ..... 85
    - 3.1 Comparable Services and Benefits Provider Type ..... 85
- J. Customized Employment Services ..... 85
  - 1. Service Provided by VR Agency Staff (in-house) ..... 86
  - 2. Service Provided Through VR Agency Purchase ..... 86
    - 2.1 Purchased Service Provider Type ..... 86
    - 2.2 Amount of VR Funds Expended for Service (Title I) ..... 86
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 86
  - 3. Service Provided by Comparable Services and Benefits Providers ..... 87
    - 3.1 Comparable Services and Benefits Provider Type ..... 87
- K. Extended Services ..... 87
  - 1. Service Provided by VR Agency Staff (in-house) ..... 87
  - 2. Service Provided Through VR Agency Purchase ..... 87
    - 2.1 Purchased Service Provider Type ..... 87
    - 2.2 Amount of VR Funds Expended for Service (Title I) ..... 88
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 88
- XIV. OTHER SERVICE DATA ELEMENTS ..... 88**
  - A. Transportation ..... 88
    - 1. Service Provided by VR Agency Staff (in-house) ..... 88
    - 2. Service Provided Through VR Agency Purchase ..... 88
      - 2.1 Purchased Service Provider Type ..... 89

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

- 2.2 Amount of VR Funds Expended for Service (Title I)..... 89
- 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 89
- 3. Service Provided by Comparable Services and Benefits Providers..... 89
  - 3.1 Comparable Services and Benefits Provider Type ..... 89
- B. Maintenance ..... 89
  - 1. Service Provided by VR Agency Staff (in-house)..... 90
  - 2. Service Provided Through VR Agency Purchase ..... 90
    - 2.1 Purchased Service Provider Type..... 90
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 90
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 90
  - 3. Service Provided by Comparable Services and Benefits Providers..... 90
    - 3.1 Comparable Services and Benefits Provider Type ..... 90
- C. Rehabilitation Technology ..... 91
  - 1. Service Provided by VR Agency Staff (in-house)..... 92
  - 2. Service Provided Through VR Agency Purchase ..... 92
    - 2.1 Purchased Service Provider Type..... 92
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 92
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 92
  - 3. Service Provided by Comparable Services and Benefits Providers..... 92
    - 3.1 Comparable Services and Benefits Provider Type ..... 92
- D. Personal Assistance Services..... 93
  - 1. Service Provided by VR Agency Staff (in-house)..... 93
  - 2. Service Provided Through VR Agency Purchase ..... 93
    - 2.1 Purchased Service Provider Type..... 93
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 93
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 93
  - 3. Service Provided by Comparable Services and Benefits Providers..... 94
    - 3.1 Comparable Services and Benefits Provider Type ..... 94
- E. Technical Assistance Services Including Self-Employment ..... 94
  - 1. Service Provided by VR Agency Staff (in-house)..... 94
  - 2. Service Provided Through VR Agency Purchase ..... 94
    - 2.1 Purchased Service Provider Type..... 94
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 94
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 94
  - 3. Service Provided by Comparable Services and Benefits Providers..... 95
    - 3.1 Comparable Services and Benefits Provider Type ..... 95
- F. Reader Services ..... 95
  - 1. Service Provided by VR Agency Staff (in-house)..... 95
  - 2. Service Provided Through VR Agency Purchase ..... 95

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

- 2.1 Purchased Service Provider Type..... 95
- 2.2 Amount of VR Funds Expended for Service (Title I)..... 95
- 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 96
- 3. Service Provided by Comparable Services and Benefits Providers..... 96
  - 3.1 Comparable Services and Benefits Provider Type ..... 96
- G. Interpreter Services..... 96
  - 1. Service Provided by VR Agency Staff (in-house)..... 96
  - 2. Service Provided Through VR Agency Purchase ..... 96
    - 2.1 Purchased Service Provider Type..... 96
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 97
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 97
  - 3. Service Provided by Comparable Services and Benefits Providers..... 97
    - 3.1 Comparable Services and Benefits Provider Type ..... 97
- H. Other Services ..... 97
  - 1. Service Provided by VR Agency Staff (in-house)..... 97
  - 2. Service Provided Through VR Agency Purchase ..... 97
    - 2.1 Purchased Service Provider Type..... 97
    - 2.2 Amount of VR Funds Expended for Service (Title I)..... 98
    - 2.3 Amount of SE Funds Expended for Service (Title VI) ..... 98
  - 3. Service Provided by Comparable Services and Benefits Providers..... 98
    - 3.1 Comparable Services and Benefits Provider Type ..... 98

**XV. MEASURABLE SKILL GAIN DATA ELEMENTS (WIOA SECTION 116(B)(2)(A)(I)) ..... 98**

- A. Date of Most Recent Measurable Skill Gain: Educational Functioning Level (EFL).....98
- B. Date of Most Recent Measurable Skill Gain: Secondary .....98
- C. Date of Most Recent Measurable Skill Gain: Postsecondary Transcript/Report Card.....99
- D. Date of Most Recent Measurable Skill Gain: Training Milestone .....99
- E. Date of Most Recent Measurable Skill Gain: Skills Progression .....99

**XVI. EMPLOYMENT DATA ELEMENTS ..... 100**

- A. Employment Outcome.....100
- B. Primary Occupation at Employment Outcome.....101
- C. Start Date of Employment in Primary Occupation.....103
- D. Hourly Wage at Employment.....103
- E. Hours Worked in a Week at Employment Outcome .....104

**XVII. EXIT DATA ELEMENTS ..... 104**

- A. Date of Exit .....104
- B. Type of Exit.....104
- C. Reason for Exit.....105
- D. Employment at Exit.....107
  - 1. Employment Outcome at Exit.....107
  - 2. Primary Occupation at Exit.....108
  - 3. Start Date of Employment in Primary Occupation at Exit .....110
  - 4. Hourly Wage at Exit .....110
  - 5. Hours Worked in a Week at Exit .....111
- E. Support at Exit.....111
  - 1. Social Security Disability Insurance (SSDI) at Exit .....111
  - 2. Supplemental Security Income (SSI) for the Aged, Blind, or Disabled at Exit.....111
  - 3. Temporary Assistance for Needy Families (TANF) at Exit .....112
  - 4. General Assistance (State or local government) at Exit.....112
  - 5. Veterans' Disability Benefits at Exit .....112
  - 6. Workers' Compensation at Exit .....112
  - 7. Other Public Support at Exit .....113
  - 8. Primary Source of Support at Exit .....113

F. Medical Insurance Coverage at Exit.....	113
1. Medicaid at Exit.....	114
2. Medicare at Exit.....	114
3. State or Federal Affordable Care Act Exchange at Exit .....	114
4. Public Insurance from Other Sources at Exit .....	114
5. Private Insurance Through Employer at Exit .....	114
6. Not Yet Eligible for Private Insurance Through Employer at Exit.....	115
7. Private Insurance Through Other Means at Exit.....	115
<b>XVIII. POST-EXIT DATA ELEMENTS .....</b>	<b>115</b>
A. Date Enrolled in Post-Exit Education or Training Program Leading to a Recognized Postsecondary Credential .....	115
B. Date of Attainment of Post-Exit Recognized Credential.....	116
C. Type of Recognized Credential Attained Post-Exit .....	116
D. First Quarter After Exit Quarter .....	116
1. Employment - First Quarter After Exit Quarter .....	117
2. Type of Employment Match – First Quarter After Exit Quarter.....	117
3. Wages – First Quarter After Exit Quarter .....	118
E. Second Quarter After Exit Quarter.....	118
1. Employment Related to Training – Second Quarter After Exit Quarter.....	118
2. Employment - Second Quarter After Exit Quarter .....	119
3. Type of Employment Match – Second Quarter After Exit Quarter .....	119
4. Wages – Second Quarter After Exit Quarter.....	120
F. Third Quarter After Exit Quarter.....	120
1. Employment - Third Quarter After Exit Quarter .....	121
2. Type of Employment Match – Third Quarter After Exit Quarter .....	121
3. Wages – Third Quarter After Exit Quarter .....	122
G. Fourth Quarter After Exit Quarter.....	122
1. Employment - Fourth Quarter After Exit Quarter .....	122
2. Type of Employment Match – Fourth Quarter After Exit Quarter .....	122
3. Wages – Fourth Quarter After Exit Quarter .....	123
4. Retention with the Same Employer in the Second Quarter and the Fourth Quarter – Fourth Quarter After Exit Quarter .....	124
<b>XIX. INDEX OF DATA ELEMENTS.....</b>	<b>125</b>

## **I. General Information**

### **A. Data Reporting Requirements**

The data comprising the Case Service Report (RSA-911) are mandated by the Rehabilitation Act of 1973 (the Act), as amended by title IV of the Workforce Innovation and Opportunity Act (WIOA). Applicable portions of the Act explicitly or implicitly require the collecting and reporting of specific data elements by State Vocational Rehabilitation (VR) agencies to the Rehabilitation Services Administration (RSA) for the VR and Supported Employment (SE) programs. In addition, reporting requirements to support the performance accountability system under section 116 of title I of WIOA are applicable to the VR program, as one of the six core programs of the Workforce Development System.

This revised data collection incorporates new reporting requirements in section 116(b) in title I of WIOA and sections 101(a)(10) and 607 of the Act, as amended by WIOA. New requirements under section 101(a)(10) include, for example, the reporting of data on the number of individuals with open service records and the types of services these individuals are receiving (including SE services); students with disabilities receiving pre-employment transition services; and individuals referred to the VR program by one-stop operators and individuals referred to such one-stop operators by VR agencies.

Section 116 of title I of WIOA requires the reporting of data needed to calculate State performance on the primary indicators of performance for the core programs. In addition, States must report information on barriers to employment for participants under each of the core programs. The data reported by States will be used by both the Departments of Education and Labor to determine State levels of performance on the primary indicators that could form the basis for the imposition of financial sanctions against a State, as described in the WIOA Joint Final Rule. Therefore, it is critical that the data reported be accurate and submitted timely.

In accordance with 34 CFR 361.150(a)(1), for purposes of the VR program, an individual is a “participant” if he or she has an approved individualized plan for employment (IPE) and have begun receiving VR services. A “reportable individual,” in accordance with 34 CFR 361.150(b), is an individual who has taken action that demonstrates an intent to use program services and who meets specific program criteria for reporting, which may include the provision of identifying information, the use of a self-service system, or receipt of information-only services or activities.

The following are considered reportable individuals for the VR program:

- Individuals who have applied for VR services but have not yet met the definition of “participant”; and
- Students with disabilities receiving pre-employment transition services prior to applying and being determined eligible for VR services and having an approved IPE (e.g., the student does not meet the definition of a “participant”)

A key difference between a “participant” and “reportable individual,” for purposes of the common performance accountability system, is that only “participants” are included in performance calculations for determining levels of performance for the primary indicators of performance. Furthermore, there currently is no requirement for the collection and reporting of outcome data for reportable individuals.

## **1. Internal Controls**

In accordance with 34 CFR 361.12, VR agencies must implement policies and procedures that ensure the proper and efficient administration of the VR program, including those necessary to carry out all functions for which the State is responsible under this program. These methods must include procedures to ensure accurate data collection and financial accountability. It is incumbent on VR agencies to establish policies and procedures that ensure the accurate collection, retention, and timely reporting of all data.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) (2 CFR 200.61) defines internal controls as:

a process, implemented by a non-Federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- (a) Effectiveness and efficiency of operations;
- (b) Reliability of reporting for internal and external use; and
- (c) Compliance with applicable laws and regulations.

VR agencies must establish and maintain internal control processes necessary to ensure the State’s ability to meet the internal control requirements.

The RSA Commissioner (Commissioner) is responsible for the review and monitoring of State VR programs to determine whether a State is complying substantially with the provisions of the VR portion of the Unified or Combined State Plan. The reliability and validity of data reported in the RSA-911 may be subject to desk review, monitoring and/or audits. Sections 107(b) and (c) of the Act specify the remedies available to the Commissioner if a State fails to satisfy Federal requirements governing the VR program, including requirements related to data reporting. States that fail to meet the data reporting requirements may also face potential consequences resulting from audit findings stemming from Inspector General, State, or Single Audits.

## **2. Supporting Documentation**

The requirements in 34 CFR 361.47 and 34 CFR 361.56, taken together, require VR agencies to maintain verifying documentation in an individual’s case file, particularly regarding eligibility determinations, development of the

individualized plan for employment, services provided, and case closure. It is important to note that the use of an electronic case management system, does not remove the requirement for the agency to maintain either hard copies or scanned copies of required supporting documentation in the individual's service record. An electronic case management system is merely a data entry process that is susceptible to data entry errors. Requiring staff to note the source of the employment data also does not provide documentation necessary to ensure data validity and reliability. RSA will maintain a table that lists the RSA-911 supporting documentation requirements on RSA's website at <https://rsa.ed.gov>.

## **B. Case Service Records**

The case service record documents the application for and/or provision of VR and SE services to individuals with disabilities, including program outcomes. An individual may have multiple service records resulting from repeated involvement with the VR and SE programs. For example, an individual may receive pre-employment transition services and/or other VR services in secondary school and then years later apply for additional VR services. These two periods of participation in the VR program would constitute separate service records.

Opening of Case Service Record: Under this data collection, VR agencies are required to report data on open service records on a quarterly basis. A service record is opened when either an individual applies for VR services (Date of Application (IV.A)) or, in the case of a student with a disability that is solely receiving pre-employment transition services, the Start Date of Pre-Employment Transition Services (X.A). These dates initiate the quarterly reporting requirement for all individuals with an open service record.

Closure of the Case Service Record: The case service record is considered closed when the individual has a Date of Exit (XVII.A) and all of the required data elements, including the post-exit data elements when required, have been reported. For a student with a disability who solely received pre-employment transition services and has not applied to receive other VR services, the service record is closed when the student is no longer receiving such services as indicated in the pre-employment transition services data elements (X.B-E).

Duplicate individual records will not be accepted. For example, records with the same Social Security Number and Date of Application would be considered a duplicate case service record. If an individual has multiple exits within the same program year, each exit must be reported and cannot overlap. For example, if an individual had more than one Date of Application in a quarter, the Date of Exit (XVII.A) associated with the first application must be a date before the second Date of Application.

## **C. Unique Individuals**

All service record data submitted for the same reporting period must be associated with a unique individual. Therefore, each individual receiving services must be assigned a Unique Identifier (III.A). This identifier allows RSA to report an unduplicated count of

individuals receiving services in accordance with the Joint WIOA Performance Information Collection Request (Joint Performance ICR). The unique identifier will also be used to calculate a count of unique program participants for each State, which will be reported on the State Performance Reporting Template. In addition, the unique identifier provides RSA a means to communicate with agencies regarding an individual’s data elements without the exchange of Personally Identifiable Information (PII). RSA will use the data elements in the table below to identify a unique individual within a data set.

**Table 1.1: Individual Identification Data Elements**

Date Element	Report Due Date
III.A	Unique Identifier, <i>and</i>
III.B	Social Security Number

If an individual does not have a Social Security Number (SSN) or chooses not to provide an SSN, only the Unique Identifier is reported. An individual’s SSN is reported only once to RSA with the Unique Identifier. After that, the Unique Identifier is the only unique individual data element reported with each data submission.

**D. Data Elements**

Each data element has an associated data element type that serves as a guide for submitting valid values.

**Table 1.2: RSA-911 Data Element Types**

Data Type	Description
VARCHAR n	Data can include any letters or numbers with a maximum length defined by “n”. All variable character (VARCHAR) data elements that require numbers use only positive numbers.
DATE (YYYYMMDD)	Data can include dates in the eight-digit format of year, month, and day. All dates reported on the RSA-911 must be in the format of (YYYYMMDD), where (YYYY) is year, (MM) is month and (DD) is day.  For Year (YYYY): Record the calendar year using all four digits of the year (e.g., 2016).  For Month (MM): Record the months using two digits (e.g., 01 for January, 02 for February, etc.)  For Day (DD): Record the day of the month using two digits. When the day is a single digit, add a "0" prefix (e.g., 01, 02, 03, etc.).
Decimal n,x	Data can include a decimal number with a total of number of “n” digits, of which “x” can be after the decimal point.
INT n	Data can include any integer (whole number) with a maximum length of integers as defined by “n”. All integers must be positive.

Due to the length of some of the data element descriptions, each data element has been assigned an “Element Number” to make referencing a data element easier. “Element Number” refers to the assigned data element number (e.g., element number 6 refers to Social Security Number). When “data element” is used, the associated reference is to the location in this document where that data element is located (e.g., data element III.B refers to outline section III.B where the data element, Social Security Number is located).

The data elements have been categorized to indicate the point in the VR process when the data should be collected. The data elements are designed to collect information at a particular point (e.g., application, eligibility, IPE, etc.). In order to ensure data validity, it is important that VR agencies collect and report the data at the correct time.

**E. Data Submission**

RSA-911 data must be submitted to RSA on a quarterly basis, no later than 45 days after the end of each quarter in accordance with the following schedule:

**Table 1.3: Reporting Dates**

Quarter	Reporting Period	Report Due Date
1	July 1 – September 30	November 15
2	October 1 – December 31	February 15
3	January 1 – March 31	May 15
4	April 1 – June 30	August 15

VR agencies will submit a comma delimited data file through an RSA-911 data portal via RSA’s website, <https://rsa.ed.gov>. *Though some elements may be left blank, a comma delimited space must be included for each data element in each submission. The element number refers to the location of the reported response in the comma delimited text string (e.g., the second comma delimited position in the text file would be for Social Security Number).*

Each VR Director will receive a userid and password necessary to access the RSA-911 upload data webpage. The VR Director will be responsible for ensuring submission and certification of the RSA-911 data on a quarterly basis. The VR Director may formally delegate this responsibility to another individual who is authorized to certify the data on behalf of the VR agency. End users will be required to reset the password periodically for security purposes.

When uploading data, the RSA-911 upload webpage will capture the following data elements:

1. Name of Individual Submitting Data – Entered by end user.
2. Title of Individual Submitting Data – Entered by end user.
3. Phone Number for Individual Submitting Data – Entered by end user.
4. Email Address for Individual Submitting Data – Entered by end user.
5. Date Report Submitted – No data entry required.

End users will follow the RSA-911 webpage prompts to upload the data file. Prior to the submission of the data, the VR Director, or individual formally delegated the authority to submit the data on behalf of the VR Director, will be required to certify the following statement:

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures reported are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

**F. Edit Checks**

RSA will maintain a comprehensive edit check table on RSA's website, <https://www.rsa.ed.gov>. The table will detail, by data element, the edit checks required to ensure the integrity of data submissions. Edits describe constraints that should be satisfied by the data. Each data submission will be analyzed to determine whether the data is consistent with the edit checks. Data submissions that fail to pass the edit check will be returned to the VR agency for correction and resubmission. Any corrections made must be consistent with the agency's electronic case management system and the supporting documentation maintained by the agency.

RSA's data editing process will utilize both hard and soft edits. Hard edits identify records that "fail" based upon erroneous combinations or missing values. Soft edits are constraints that identify (combinations of) values that are suspicious but not necessarily incorrect.

Due to the number of data elements, RSA will not be issuing an edit check database application to VR agencies. VR agencies are responsible for ensuring that any data submitted conforms to edit check and data submission requirements.

**G. WIOA Participant Individual Record Layout (WIOA PIRL)**

The WIOA PIRL is derived from the Joint Performance ICR and provides a standardized set of data elements, definitions, and reporting instructions that will be used to describe the characteristics, activities, and outcomes of WIOA participants. Under the WIOA PIRL, a "participant" for the purpose of the VR program is an individual who has an approved and signed Individualized Plan for Employment (IPE) and has begun to receive services. VR agencies are required to collect participant information that corresponds with the data elements and descriptions delineated within the WIOA PIRL. Once collected, RSA will then aggregate this information as specified in the WIOA Annual Statewide Performance Report Specifications, which details the common data elements and technical specifications necessary for calculation of the State and Local Area performance report elements that will be used in reporting across all core programs.

Where there is a direct correlation between a WIOA PIRL data element and an RSA-911 data element, the WIOA PIRL data element number and name have been included. There

are additional WIOA PIRL data elements that must be calculated from other RSA-911 data elements. A list of the calculated WIOA PIRL data elements and the methodology used to calculate them will be posted on RSA’s website, <https://www.rsa.ed.gov>.

**H. Pre-Employment Transition Services**

The data elements in the table below are the only ones required if an individual is receiving pre-employment transition services and has not applied for or been determined eligible for VR services.

**Table 1.4: Required Data Elements for Individuals Receiving Pre-Employment Transition Services**

<b>Data Element</b>	<b>Name</b>
III.A	Unique Identifier
III.B	Social Security Number (if available)
IV.B	Date of Birth
IV.C.2 – IV.C.6	Race – Required if student is in elementary or secondary education.
IV.C.7	Ethnicity – Required if student is in elementary or secondary education.
IV.F	Student with a Disability
X.A	Start Date of Pre-Employment Transition Services
X.B – X.E	Pre-Employment Transition Services

*Note:* While these are the only required fields for pre-employment transition services, you must report all comma-delimited fields in accordance with the data submission guidelines in Section E, above.

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1,604 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is mandatory as required by the Rehabilitation Act of 1973, as amended. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Rehabilitation Services Administration, Data Unit, 400 Maryland Ave., SW, Washington, DC 20202-2800 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1820-0508.

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**II. Reporting Period Identification Data Elements**

The information in this section must be submitted quarterly for all data submissions.

**A. Program Year**

Data Type: INT 4

Change: New

Element Number: 1

Multiple Values Allowed: No

Record the program year associated with the reporting period. Program year begins in July and ends in June of the following year.

**B. Program Year Quarter**

Data Type: INT 1

Change: New

Data Element Reference Number: 2

Multiple Values Allowed: No

Record the program year quarter applicable to this data collection reporting period.

Quarter	Period
1	July 1 – September 30
2	October 1 – December 31
3	January 1 – March 31
4	April 1 – June 30

**C. Date Report Submitted**

Data Type: DATETIME (YYYYMMDD)

Change: New

Data Element Reference Number: 3

Multiple Values Allowed: No

Record the last day of the quarter for which the data is being submitted.

**D. Agency Code**

Data Type: INT 3

Change: Revised

Data Element Reference Number: 4

Multiple Values Allowed: No

Record the code value assigned to the VR agency submitting the data from the following table. Codes have been pre-assigned to nonexistent agencies for individuals who are blind or visually impaired in the event that these agencies are established in the future.

State or Territory	Abbreviation	General/ Combined Code	Blind Code
Alabama	AL	001	057
Alaska	AK	002	058
American Samoa	AM	003	059
Arizona	AZ	004	060
Arkansas	AR	005	061
California	CA	006	062

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

<b>State or Territory</b>	<b>Abbreviation</b>	<b>General/ Combined Code</b>	<b>Blind Code</b>
Colorado	CO	007	063
Connecticut	CT	008	064
Delaware	DE	009	065
District of Columbia	DC	010	066
Florida	FL	011	067
Georgia	GA	012	068
Guam	GU	013	069
Hawaii	HI	014	070
Idaho	ID	015	071
Illinois	IL	016	072
Indiana	IN	017	073
Iowa	IA	018	074
Kansas	KS	019	075
Kentucky	KY	020	076
Louisiana	LA	021	077
Maine	ME	022	078
Maryland	MD	023	079
Massachusetts	MA	024	080
Michigan	MI	025	081
Minnesota	MN	026	082
Mississippi	MS	027	083
Missouri	MO	028	084
Montana	MT	029	085
Nebraska	NE	030	086
Nevada	NV	031	087
New Hampshire	NH	032	088
New Jersey	NJ	033	089
New Mexico	NM	034	090
New York	NY	035	091
North Carolina	NC	036	092
North Dakota	ND	037	093
Northern Marianas	MP	038	094
Ohio	OH	039	095
Oklahoma	OK	040	096
Oregon	OR	041	097

State or Territory	Abbreviation	General/ Combined Code	Blind Code
Pennsylvania	PA	042	098
Puerto Rico	PR	043	099
Rhode Island	RI	044	100
South Carolina	SC	045	101
South Dakota	SD	046	102
Tennessee	TN	047	103
Texas	TX	048	104
Utah	UT	049	105
Vermont	VT	050	106
Virginia	VA	051	107
Virgin Islands	VI	052	108
Washington	WA	053	109
West Virginia	WV	054	110
Wisconsin	WI	055	111
Wyoming	WY	056	112

**III. Unique Identifier Data Elements**

Each individual must be assigned a twelve-digit unique identifier. The Unique Identifier must be submitted quarterly for all applicants and eligible individuals, as well as students with a disability who are solely receiving pre-employment transition services and who have not yet applied for VR services. If an individual does not have an SSN or chooses not to provide an SSN, then only the Unique Identifier is reported. An individual’s SSN is reported only one time to RSA with the Unique Identifier. After that, the Unique Identifier is the only unique individual data element reported with each data submission. Once either of these data elements has been reported, the data elements may ONLY be changed by contacting RSA Data Unit staff to initiate a modification.

**A. Unique Identifier**

Report: Each Data Submission

Data Type: VARCHAR 12

Element Number: 5

Change: New

Multiple Values Allowed: No

- Data entry is required if individual is receiving pre-employment transition services.
- WIOA PIRL data element number 100, Unique Individual Identifier.

When assigning the identifier, the first two digits are the State’s Postal Code (IV.D.1) followed by a unique ten-digit number that is not associated with the individual’s SSN. The number must not duplicate any other assigned unique identifiers.

When assigning a unique identifier, ensure that the same twelve-digit identifier is used in subsequent years for the same individual if additional service records are opened for the individual in the future. When a Blind or General agency in the same State identifies that an individual has been or is being served by the other agency, every effort should be made to ensure the same unique identifier is used for both agencies. This is necessary in order to obtain an unduplicated count of individuals being served in a State.

**B. Social Security Number**

Report: When Available

Data Type: VARCHAR 9

Element Number: 6

Change: None

Multiple Values Allowed: No

- Must be left blank after initial report.
- Enter data, if available, for individuals receiving pre-employment transition services.

Record the individual's nine-digit SSN. Please note that if no SSN is provided, the individual's wage information cannot be verified through unemployment insurance data and would need to be determined through supplemental information.

**IV. Data Elements at Application**

The data elements contained in this section are to be reported for each individual who has submitted an application to receive services under the VR program during the quarter. Some of these data elements, as indicated below, must also be reported for students with disabilities who are receiving pre-employment transition services and have not submitted an application to receive VR services consistent with the start date of pre-employment transition services.

**A. Date of Application**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Element Number: 7

Change: Revised

Multiple Values Allowed: No

Record the date (year, month, and day) that the agency received a completed and signed application form for VR services from the applicant. The date must be verifiable through supporting documentation.

If a student with a disability is receiving pre-employment transition services only and has not submitted an application for VR services this data element should be left blank and, as stated above, the Start Date of Pre-Employment Transition Services (X.A) is reported. However, if the individual has submitted an application to receive VR services other than pre-employment transition services, this data element is required.

**B. Date of Birth**

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first

Data Type: DATETIME (YYYYMMDD)

Change: Revised

Element Number: 8

Multiple Values Allowed: No

- Data entry is also required for an individual who is solely receiving pre-employment transition services.
- WIOA PIRL data element number 200, Date of Birth.

Record the individual's date (year, month, and day) of birth.

**C. Individual Characteristics**

**1. Sex**

Report: At Application

Data Type: INT 1

Change: Revised

Element Number: 9

Multiple Values Allowed: No

- WIOA PIRL data element number 201, Sex.

Record the applicant's sex.

<u>Code</u>	<u>Description</u>
1	Individual indicates that he is male.
2	Individual indicates that she is female.
9	Individual did not self-identify their sex.

**Race Reporting (IV.C.2-IV.C.6) General Information:**

Race information should be recorded for all individuals whose service records were opened in the quarter being reported. For students or youth with disabilities in elementary or secondary education, reporting on race is required. If such students or youth refuses to identify his/her race, the counselor should, at a minimum, notify the individual that if he/she fails to self-identify, an observer-identification method will be used. The counselor or interviewer would then provide the best assessment of the individual's race. This guidance is consistent with the Department of Education's and the Office of Management and Budget's (OMB's) standards for collecting race data.

For individuals not in elementary or secondary education, self-identification is required to the greatest extent possible. It is generally expected that the information recorded will reflect the individual's own identification of race from the categories provided. Observer identification is not required for individuals with disabilities who are not in elementary or secondary education.

When reporting on multi-racial individuals, use more than one race variable indicating the individual is of that race (i.e., more than one code value 1). If the individual is not in

elementary or secondary education and refuses to self-identify, record code value 9 to indicate the individual did not self-identify.

Agencies may leave the data element blank only for individuals with Type of Exit (XVII.B) code value 0 (Individual exited as an applicant, prior to eligibility determination or trial work). For example, if an individual applies for services via an application form or letter and exits the agency without being seen by agency personnel, this individual's race would not be known and could not be observed and therefore all race codes would be left blank.

**2. American Indian or Alaska Native**

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 10

Multiple Values Allowed: No

- Data entry is required if individual is in elementary or secondary education.
- WIOA PIRL data element number 211, American Indian/Alaska Native.

An individual having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Code   Description

- 1 Individual is American Indian or Alaska Native.
- 0 Individual is not American Indian or Alaska Native.
- 9 Individual did not self-identify his/her race.

**3. Asian**

Report: Either at application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 11

Multiple Values Allowed: No

- Data entry is required if individual is in elementary or secondary education.
- WIOA PIRL data element number 212, Asian.

An individual having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Code Description

- 1 Individual is Asian.
- 0 Individual is not Asian.
- 9 Individual did not self-identify his/her race.

**4. Black or African American**

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 12

Multiple Values Allowed: No

- Data entry is required if individual is in elementary or secondary education.
- WIOA PIRL data element number 213, Black/African American.

An individual having origins in any of the Black racial groups of Africa.

Code Description

- 1 Individual is Black or African American.
- 0 Individual is not Black or African American.
- 9 Individual did not self-identify his/her race.

**5. Native Hawaiian or Other Pacific Islander**

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 13

Multiple Values Allowed: No

- Data entry is required if individual is in elementary or secondary education.
- WIOA PIRL data element number 214, Native Hawaiian/Other Pacific Islander.

An individual having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Code Description

- 1 Individual is Native Hawaiian or Other Pacific Islander.
- 0 Individual is not Native Hawaiian or Other Pacific Islander.
- 9 Individual did not self-identify his/her race.

**6. White**

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 14

Multiple Values Allowed: No

- Data entry is required if individual is in elementary or secondary education.
- WIOA PIRL data element number 215, White.

An individual having origins in any of the original peoples of Europe, the Middle East or North Africa.

<u>Code</u>	<u>Description</u>
1	Individual is White.
0	Individual is not White.
9	Individual did not self-identify his/her race.

**7. Ethnicity - Hispanic or Latino**

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 15

Multiple Values Allowed: No

- Data entry is required if individual is in elementary or secondary education.
- WIOA PIRL data element number 210, Ethnicity Hispanic/Latino.

This data element should be recorded for all individuals whose service records were opened in the quarter being reported. For students or youth with disabilities in secondary education, reporting on ethnicity is required.

If such student or youth refuses to identify his/her ethnicity, the counselor should, at a minimum, notify the individual that if he/she fails to self-identify, an observer-identification method will be used. The counselor or interviewer would then provide the best assessment of the individual's ethnicity. This guidance is consistent with the Department of Education's and OMB's standards for collecting ethnicity data.

If the elementary or secondary student or youth self-identifies as Hispanic or Latino, but refuses or is unable to identify one or more race categories in addition, code the student or youth as Hispanic or Latino for ethnicity and follow the observer-identification method as described above for the race categories.

For individuals not in secondary education, self-identification is required to the greatest extent possible. It is generally expected that the information recorded will reflect the individual's own identification of ethnicity. Observer identification is not required for individuals with disabilities who are not in elementary or secondary education.

If the individual is not in secondary education and refused to self-identify, record 9 to indicate that the individual did not self-identify ethnicity. Individuals who identify as Hispanic (an individual of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race) may belong to any race group.

<u>Code</u>	<u>Description</u>
1	Individual is Hispanic or Latino.
0	Individual is not Hispanic or Latino.
9	Individual did not self-identify his/her ethnicity.

**8. Veteran**

Report: At Application

Data Type: INT 1

Element Number: 16

Change: None

Multiple Values Allowed: No

Record code value to indicate whether applicant served in the active military, navel or air service, and was discharged or released under conditions other than dishonorable.

<u>Code</u>	<u>Description</u>
1	Applicant is a veteran.
0	Applicant is not a veteran.

**9. Living Arrangement**

Report: At Application

Data Type: INT 2

Element Number: 17

Change: Revised

Multiple Values Allowed: No

Record the living arrangements of the applicant, either temporarily or permanently, at application, using the following code values:

<u>Code</u>	<u>Description</u>
1	Private Residence (independent, or with family or other person)
2	Community Residential Facility/Group Home
3	Rehabilitation Facility
4	Mental Health Facility
5	Nursing Home
6	Correctional Facility
7	Halfway House
8	Substance Abuse Treatment Center
9	Homeless/Shelter
10	Other

**D. Location Information**

**1. State Postal Code of Residence**

Report: At Application and Update as Needed

Data Type: VARCHAR 2

Element Number: 18

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 101, State Code of Residence.

Record the two-letter State Postal Code for the State or U.S. Territory corresponding to the location of the individual's residence. For example, South Dakota would be represented as "SD."

For persons on active military duty, VR agencies should record the two-letter Air/Army Post Office (APO) or Fleet Post Office (FPO) as defined by the Military Postal Service Agency.

<b>Code</b>	<b>FIPS Description</b>
AE	(ZIPs 09xxx) for Armed Forces Europe which includes Canada, Middle East, and Africa
AP	(ZIPs 962xx - 966xx) for Armed Forces Pacific
AA	(ZIPs 340xx) for Armed Forces (Central and South) Americas
AL	Alabama
AK	Alaska
AS	American Samoa
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
MI	Michigan
NY	New York
NC	North Carolina
MN	Minnesota

Code	FIPS Description
ND	North Dakota
MP	Northern Marianas
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
VI	Virgin Islands
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming
88	Mexico
99	Canada
XX	Other (Not Listed Above)

## 2. County FIPS Code

Report: At Application and Update as Needed

Data Type: INT 5

Change: New

Element Number: 19

Multiple Values Allowed: No

- Joint Department of Education and Department of Labor data element.

Record the FIPS county code for the individual's residence. This code is a five-digit Federal Information Processing Standard (FIPS) that uniquely identifies counties, county equivalents, and certain U.S. territories. The first two digits are the FIPS State code and the last three are the county code within the State or territories. The codes can be located at the U.S. Census Bureau website:

<https://www.census.gov/geo/reference/codes/cou.html>

## 3. Zip Code

Report: At Application and Update as Needed

Data Type: INT 5

Change: None

Element Number: 20

Multiple Values Allowed: No

Record the five-digit numeric U.S. Postal Service Zip Code corresponding to the location where the individual resides.

**E. Source of Referral**

Report: At Application

Data Type: INT 2

Element Number: 21

Change: Revised

Multiple Values Allowed: No

Record the individual, agency, or other entity that first referred the applicant to the VR agency by using one of the following code values. If the applicant approached the VR agency on his/her own, record code value 19 (self-referral).

<b>Code</b>	<b>Source of Referral at Application</b>
1	14(c) Certificate Holders
2	Adult Education and Literacy Programs
3	American Indian VR Services Program
4	Centers for Independent Living
5	Child Protective Services
6	Community Rehabilitation Programs
7	Consumer Organizations or Advocacy Groups
8	Department of Labor Employment and Training Service Programs for Adults, Dislocated Workers, and Youth
9	Educational Institutions (Elementary/Secondary)
10	Educational Institutions (Postsecondary)
11	Employers
12	Extended Employment Providers
13	Faith Based Organizations
14	Family/Friends
15	Intellectual and Developmental Disabilities Providers
16	Medical Health Provider (Public or Private)
17	Mental Health Provider (Public or Private)
18	Public Housing Authority
19	Self-referral
20	Social Security Administration (Disability Determination Service or District office)
21	State Department of Correction/Juvenile Justice
22	Temporary Assistance for Needy Families (TANF)
23	Veteran's Benefits Administration (which includes VA Vocational Rehabilitation)
24	Veteran's Health Administration (the VA hospital system, as well as the VA transitional living, transitional employment, and compensated work therapy programs)
25	Wagner-Peyser Employment Service Program
26	Welfare Agency (State or local government)
27	Worker's Compensation
28	Other One-stop Partner
29	Other Sources
30	Other State Agencies
31	Other VR State Agencies

Code	Source of Referral at Application
32	Other WIOA-funded Programs including Job Corps, YouthBuild, Indian and Native Americans, and Migrant and Seasonal Farmworker Programs

**F. Student with a Disability**

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 22

Multiple Values Allowed: No

- Data entry is required if individual is receiving pre-employment transition services.

A student with a disability (34 CFR 361.5(c)(51) means, in general, an individual with a disability in a secondary, postsecondary, or other recognized education program who--

- (A)(1) Is not younger than the earliest age for the provision of transition services under section 614(d)(1)(A)(i)(VIII) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)(1)(A)(i)(VIII)); or
- (2) If the State involved elects to use a lower minimum age for receipt of pre-employment transition services under this Act, is not younger than that minimum age; and
- (B)(1) Is not older than 21 years of age; or
- (2) If the State law for the State provides for a higher maximum age for receipt of services under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), is not older than that maximum age; and
- (C)(1) Is eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (20 U.S.C. 1411 et seq.); or
- (2) Is a student who is an individual with a disability, for purposes of section 504.

Code    Description

- 1 Individual is a student with a disability and has a section 504 accommodation.
- 2 Individual is a student with a disability and is receiving transition services under an Individualized Education Program (IEP).
- 3 Individual is a student with a disability who does not have a section 504 accommodation and is not receiving services under an IEP.
- 0 Individual is not a student with a disability.

**G. Support**

**Monthly Public Support Amount General Information:**

Public support means cash payments made by Federal, State and/or local governments for any reason, including an individual's disability, age, or economic status. Include payments to a family unit precipitated by the individual's disability or when the individual's presence is taken into account in the computation of the family benefit.

Record the monthly amount (to the nearest dollar) of public support currently received by the individual from each of the following sources. Also include any payments that are sent directly to an individual in an institution or to dependents on his/her behalf. Exclude any non-cash support payments such as Medicaid, Medicare, food stamps and rental subsidies

**1. Social Security Disability Insurance (SSDI) at Application**

Data Type: INT 1

Change: None

Element Number: 23

Multiple Values Allowed: No

Code    Description

1    Applicant receives SSDI.

0    Applicant does not receive SSDI.

**2. Supplemental Security Income (SSI) for the Aged, Blind, or Disabled at Application**

Data Type: INT 1

Change: None

Element Number: 24

Multiple Values Allowed: No

Code    Description

1    Applicant receives SSI for the Aged, Blind, or Disabled program.

0    Applicant does not receive SSI for the Aged, Blind, or Disabled.

**3. Temporary Assistance for Needy Families (TANF) at Application**

Data Type: INT 1

Change: None

Element Number: 25

Multiple Values Allowed: No

Code    Description

1    Applicant receives TANF benefits.

0    Applicant does not receive TANF benefits.

**4. General Assistance (State or local government) at Application**

Data Type: INT 1

Change: None

Element Number: 26

Multiple Values Allowed: No

Code    Description

1    Applicant receives General Assistance.

0    Applicant does not receive General Assistance.



Primary Source of Support only if the applicant is the recipient of the support. If the family receives public support, record code value 2 (family and friends).

**9. Other Public Support at Application**

Data Type: INT 5

Change: None

Element Number: 393

Multiple Values Allowed: No

Other Public Support payments are cash payments to individuals beyond those otherwise listed. Include payments made by Federal, State and local governments for retirement or survivor benefits to the individual as well as unemployment insurance benefits and other temporary payments.

Record individual's monthly amount of public support received from all other sources of public support not listed.

Record 0 if individual does not receive any other public support.

**H. Medical Insurance Coverage**

**1. Medicaid at Application**

Data Type: INT 1

Change: None

Element Number: 31

Multiple Values Allowed: No

Code Description

1 Applicant has Medicaid.

0 Applicant does not have Medicaid.

**2. Medicare at Application**

Data Type: INT 1

Change: None

Element Number: 32

Multiple Values Allowed: No

Code Description

1 Applicant has Medicare.

0 Applicant does not have Medicare.

**3. State or Federal Affordable Care Act Exchange at Application**

Data Type: INT 1

Change: New

Element Number: 33

Multiple Values Allowed: No

State or Federal Affordable Care Act Exchange refers to individuals receiving benefits through their enrollment in an Affordable Care Act Exchange.

Code Description

1 Applicant is receiving benefits through the State or Federal Affordable Care Act Exchange at the time of application.

0 Applicant is not receiving benefits through the State or Federal Affordable Care Act Exchange at the time of application.



This date will be maintained regardless of whether the individual is later determined ineligible. This situation may occur when an individual acquires additional disabilities or functional limitations during the service delivery process that result in the individual being unable to continue benefitting from VR services.

**B. Eligibility Determination Extension**

Report: Upon Occurrence

Data Type: INT 1

Change: New

Element Number: 39

Multiple Values Allowed: No

This data element records whether the applicant and counselor mutually agreed upon an extension (of time) for eligibility determination within 60 days of the individual's application for VR services.

Code   Description

1   A signed eligibility determination extension was complete.

0   A signed eligibility determination extension was not completed.

**VI. Order of Selection (OOS) Data Elements**

**A. Date of Placement on OOS Waiting List**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: Revised

Element Number: 40

Multiple Values Allowed: No

Record the date, if applicable, that the applicant was placed on an OOS waiting list. This date must be equal to or later than both the Date of Application (IV.A) and the Date of Eligibility Determination (V.A).

**B. Date of Exit from OOS Waiting List**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: Revised

Element Number: 41

Multiple Values Allowed: No

Record the date, if applicable, that the applicant exited from an OOS waiting list. This date must be after the Date of Placement on OOS Waiting List (VI.A).

Leave blank if the applicant was not placed on an OOS wait list.

If the applicant exited the VR program from an OOS waiting list, this data element must contain a valid date and be equal to the Date of Exit (XVII.A) and Type of Exit (XVII.B), must be code 2 (Individual exited after eligibility, but from an order of selection waiting list).

**VII. Disability Data Elements**

**A. Individual with a Disability**

Report: At Eligibility Determination and Update as Needed

Data Type: INT 1

Change: New

Element Number: 42

Multiple Values Allowed: No

- WIOA PIRL data element number 202, Individual with a Disability.

Code Description

- 1 Individual indicates that he/she has any "disability", as defined in section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities.
- 0 Individual indicates that he/she does not have a disability that meets the definition.
- 9 Individual did not self-identify.

**B. Primary Disability**

Report: At Eligibility Determination and Update as Needed

Data Type: VARCHAR 5

Change: Revised

Element Number: 43

Multiple Values Allowed: Yes

Record the code value that best describes the individual's primary physical or mental impairment that causes or results in a substantial impediment to employment. The data reported is a combination of the Type of Impairment code and the Source of Impairment code. The first two digits designate the Type of Impairment (sensory, physical or mental), and the last two digits indicate the cause or Source of Impairment. Use a semi-colon between the Type of Impairment code and the Source of Impairment code. Do not use spaces or commas between the code values. If the individual is found not to have a disability, this item should be coded 0;0.

Leave blank if the information is not available for individuals who exited as an applicant prior to eligibility determination or trial work, Type of Exit (XVII.B) code value 0.

Code Type of Impairment

- 0 No Impairment

**Sensory/Communicative Impairments**

- 1 Blindness
- 2 Other Visual Impairments
- 3 Deafness, Primary Communication Visual
- 4 Deafness, Primary Communication Auditory
- 5 Hearing Loss, Primary Communication Visual
- 6 Hearing Loss, Primary Communication Auditory
- 7 Other Hearing Impairments (Tinnitus, Meniere's Disease, hyperacusis, etc.)
- 8 Deaf-Blindness
- 9 Communicative Impairments (expressive/receptive)

**Code   Type of Impairment**

**Physical Impairments**

- 10 Mobility Orthopedic/Neurological Impairments
- 11 Manipulation/Dexterity Orthopedic/Neurological Impairments
- 12 Both Mobility and Manipulation/Dexterity Orthopedic/Neurological Impairments
- 13 Other Orthopedic Impairments (e.g., limited range of motion)
- 14 Respiratory Impairments
- 15 General Physical Debilitation (e.g., fatigue, weakness, pain, etc.)
- 16 Other Physical Impairments (not listed above)

**Mental Impairments**

- 17 Cognitive Impairments (e.g., impairments involving learning, thinking, processing information and concentration)
- 18 Psychosocial Impairments (e.g., interpersonal and behavioral impairments, difficulty coping)
- 19 Other Mental Impairments

**Code   Source of Impairment**

- 0 Cause Unknown
- 1 Accident/Injury (other than TBI or SCI)
- 2 Alcohol Abuse or Dependence
- 3 Amputations
- 4 Anxiety Disorders
- 5 Arthritis and Rheumatism
- 6 Asthma and Other Allergies
- 7 Attention-Deficit Hyperactivity Disorder (ADHD)
- 8 Autism
- 9 Blood Disorders
- 10 Cancer
- 11 Cardiac and Other Conditions of the Circulatory System
- 12 Cerebral Palsy
- 13 Congenital Condition or Birth Injury
- 14 Cystic Fibrosis
- 15 Depressive and Other Mood Disorders
- 16 Diabetes Mellitus
- 17 Digestive
- 18 Drug Abuse or Dependence (other than alcohol)
- 19 Eating Disorders (e.g., anorexia, bulimia, or compulsive overeating)
- 20 End-Stage Renal Disease and Other Genitourinary System Disorders
- 21 Epilepsy
- 22 HIV and AIDS
- 23 Immune Deficiencies Excluding HIV/AIDS
- 24 Mental Illness (not listed elsewhere)
- 25 Mental Retardation
- 26 Multiple Sclerosis
- 27 Muscular Dystrophy
- 28 Parkinson's Disease and Other Neurological Disorders

<b>Code</b>	<b>Source of Impairment</b>
29	Personality Disorders
30	Physical Disorders/Conditions (not listed elsewhere)
31	Polio
32	Respiratory Disorders Other than Cystic Fibrosis or Asthma
33	Schizophrenia and Other Psychotic Disorders
34	Specific Learning Disabilities
35	Spinal Cord Injury (SCI)
36	Stroke
37	Traumatic Brain Injury (TBI)

**C. Secondary Disability**

Report: At Eligibility Determination and Update as Needed

Data Type: VARCHAR 5

Change: Revised

Element Number: 44

Multiple Values Allowed: Yes

Record the code value that best describes the individual's secondary physical or mental impairment that causes or results in a substantial impediment to employment. Select from the code values listed in the Primary Disability (VII.B.) data element. The number reported is a combination of the Type of Impairment code and the Source of Impairment code. The first two digits designate the Type Impairment (sensory, physical or mental), and the last two digits indicate the cause or Source of Impairment. Use a semi-colon between the Type of Impairment code and the Source of Impairment code. Do not use spaces or commas between the code values.

If the individual is found not to have a disability, this item should be coded 0;0.

Leave blank if the information is not available for individuals who exited as an applicant prior to eligibility determination or trial work, Type of Exit (XVII.B) code value 0.

**D. Significance of Disability**

Report: At Eligibility Determination and Update as Needed

Data Type: INT 1

Change: None

Element Number: 45

Multiple Values Allowed: No

Record the appropriate code value to indicate whether the individual is classified by the agency as an individual with a significant disability or a most significant disability. If an individual is receiving Social Security benefits at application or exit due to their own disabling condition, he/she is presumed eligible and must be classified as an individual with at least a significant disability and may be classified in a more significantly disabled category consistent with the VR agency's approved criteria.

An individual with a significant disability is an individual:

- a) who has a physical or mental impairment that seriously limits one or more functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) in terms of an employment outcome; AND

- b) whose VR can be expected to require multiple VR services over an extended period of time; AND
- c) who has one or more physical or mental disabilities resulting from amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, intellectual disability, mental illness, multiple sclerosis, muscular dystrophy, musculo-skeletal disorders, neurological disorders (including stroke and epilepsy), spinal cord conditions (including paraplegia and quadriplegia), sickle cell anemia, specific learning disability, end-stage renal disease, or another disability or combination of disabilities determined on the basis of an assessment for determining eligibility and VR needs to cause comparable substantial functional limitation.

Individuals are to be coded as most significantly disabled if they meet the VR agency's definition of most significantly disabled using criteria consistent with the statutory definition of most significantly disabled described in section 101(a)(5)(c) of the Act as amended.

Code	Description
1	Individual has a significant disability.
2	Individual is most significantly disabled.
0	Individual has no significant disability.

**VIII. Trial Work Experience Data Elements**

**A. Start Date of Trial Work Experience**

Report: Upon Occurrence  
 Data Type: DATETIME (YYYYMMDD)                      Change: Revised  
 Element Number: 46    Multiple Values Allowed: No

This data element captures the start of assessment activities related to the provision of trial work as part of the initial VR eligibility process. This element may also be used to capture the start dates for subsequent instances of trial work for the purposes of additional assessment in the IPE development or service delivery process, as well as a subsequent determination of whether the individual can continue to benefit from services due to the occurrence of additional disabling condition(s) and/or additional functional limitations.

Record the date that the individual's trial work experience began. If the individual has been placed in more than one trial work experience, the first occurrence of trial work must have an End Date of Trial Work Experience (VIII.B) before another Start Date of Trial Work Experience can be entered.

Leave blank if individual did not have a trial work experience.

**B. End Date of Trial Work Experience**

Report: Upon Occurrence  
 Data Type: DATETIME (YYYYMMDD)                      Change: None  
 Element Number: 47    Multiple Values Allowed: No

Record the date that the individual’s trial work experience ended.

Leave blank if individual did not have a trial work experience.

**IX. Individualized Plan for Employment (IPE) Data Elements**

**A. Date of Most Recent or Amended IPE**

Report: At Each IPE and Amendment

Data Type: DATETIME (YYYYMMDD)

Element Number: 48

Change: Revised

Multiple Values Allowed: No

Record the date on which the most recent IPE for the individual became effective (date signed by both VR Counselor and individual).

Leave blank if individual does not have an IPE.

The IPE is effective on the date on which both the VR Counselor and individual reach agreement, as indicated by the signatures and dates on the IPE. If the two signatures bear different dates, the later date should be considered the effective date of the IPE. If the IPE is amended more than once during the same reporting quarter, record the most recent date. If the IPE is amended in subsequent quarters, record the subsequent date in the reporting quarter in which the IPE was amended.

**B. Supported Employment Goal on Current IPE**

Report: At Each IPE and Amendment

Data Type: INT 1

Element Number: 49

Change: Revised

Multiple Values Allowed: No

Code   Description

1 Individual has a supported employment goal on the current IPE.

0 Individual does not have a supported employment goal on the IPE.

The term “supported employment” (34 CFR 361.5(c)(53)) means competitive integrated employment, including customized employment, or employment in an integrated work setting in which an individual with a most significant disability, including a youth with a most significant disability, is working on a short-term basis toward competitive integrated employment that is individualized, and customized, consistent with the unique strengths, abilities, interests, and informed choice of the individual, including with ongoing support services for individual with the most significant disabilities – (A) For whom competitive integrated employment has not historically occurred, or for whom competitive integrated employment has been interrupted or intermittent as a result of a significant disability; and (B) Who, because of the nature and severity of their disabilities, need intensive supported employment services and extended services after the transition from support provided by the designated State unit, in order to perform this work. See 34 CFR 361.5(c)(53) for the complete definition.

**C. Employment**

**1. Employment at IPE**

Data Type: INT 2

Change: New

Element Number: 50

Multiple Values Allowed: No

- WIOA PIRL data element number 400, Employment Status at Program Entry.

Record the code value that best describes the employment status of the individual. The first six codes are considered "employment" for purposes of this data element. Individuals not meeting the definitions for code values 1 through 6 below would be classified as "not employed" (code values 7 through 10).

If an individual's employment status can be recorded in two different code values, record the code value that is most descriptive of the individual's employment.

Code    Description

- 1 Competitive Integrated Employment - (34 CFR 361.5(c)(9)) refers to work that (i) is performed on a full-time or part-time basis (including self-employment) and for which an individual is compensated at a rate that –
- (A) Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;
  - (B) Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and
  - (C) In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and
  - (D) Is eligible for the level of benefits provided to other employees; and
- (ii) Is at a location--
- (A) Typically found in the community; and
  - (B) Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and vendors), who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such

<u>Code</u>	<u>Description</u>
	employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons; and
	(iii) Presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.
2	<u>Self-Employment</u> (except BEP) - refers to work for profit or fees including operating one's own business, farm, shop, or office. Self-employment includes sharecroppers, but not wage earners on farms.
3	<u>Randolph-Sheppard Business Enterprise Program (BEP)</u> refers to entrepreneurial self-employment through the Randolph-Sheppard Vending Facilities Program in which individuals who are legally blind are operators/managers of vending facilities located on Federal, State, or private locations with management services and supervision provided by a State VR agency that serves as the State Licensing Agency for the Randolph-Sheppard program.
4	<u>Employed: State Agency-managed Business Enterprise Program (BEP)</u> refers to small businesses (other than the Randolph-Sheppard program) operated by individuals with significant disabilities under the management and supervision of a State VR agency. Include home industry where the work is done under the management and supervision of a State VR agency in the individual's own home or residence for wages, salary, or on a piece-rate. Individuals capable of activity outside the home, as well as homebound individuals, may engage in such employment.
5	<u>Employed: Extended Employment</u> refers to employment in a non-integrated or sheltered setting for a public or private nonprofit agency or organization that provides compensation in accordance with the Fair Labor Standards Act (34 CFR 361.5(c)(18)).
6	<u>Employed: Meets One of the Following Criteria</u> - (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification ( ) or other notice that the facility or enterprise will close, or (b) is a transitioning service member. A transitioning service member is defined as an individual in active duty status (including separation leave) who registers for employment services and is within 24 months of retirement or 12 months of separation.
7	<u>Not Employed: Student in Secondary Education</u> , including GED classes and special education classes, with the goal of obtaining a secondary school diploma or GED.
8	<u>Not Employed: All Other Students</u> attending school full or part-time other than students in secondary education (for example, students in postsecondary education, adult education, or vocational training).
9	<u>Not Employed: Trainee, Intern or Volunteer</u> means persons engaging in unpaid work experiences, internships or volunteer work for purposes of increasing their employability. Such individuals may receive a stipend to

Code   Description

defray the cost of transportation or other incidental expenses.

- 10 Not Employed: Other means persons not in any of the other categories (e.g., persons just out of school who are not yet employed; persons unable to retain or obtain work; and persons who have recently left specialized medical facilities).

**2. Primary Occupation at IPE**

Data Type: VARCHAR 6

Change: New

Element Number: 51

Multiple Values Allowed: No

For an individual who is employed, enter the current Standard Occupational Classification (SOC) code that best describes the individual's occupation from which he/she derives the majority of their hourly earnings. If the individual is not employed at IPE, leave blank.

**3. Hourly Wage at IPE**

Data Type: DECIMAL 5, 2

Change: New

Element Number: 52

Multiple Values Allowed: No

This data element captures cash earnings of the individual expressed as an hourly wage and includes all wages, salaries, tips, profits from self-employment and commissions received as income. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary.

Where wages are based on commissions that are irregular (e.g., real estate, automobile sales, etc.), they should be calculated as an average hourly wage over a representative period of time, such as one month or one quarter, to obtain a reportable figure. Commissions are generally not paid when earned, but rather are paid periodically, such as weekly, biweekly, or even monthly. To bring standardization to this data element, wages should be based on the actual receipt of the payment and not on amounts accruing until the next commission payout.

Record individual's hourly wage (rounded to the nearest cent) earned at the time of the IPE.

Record 0 if individual had no earnings at the time of IPE.

**4. Hours Worked in a Week at IPE**

Data Type: INT 2

Change: New

Element Number: 53

Multiple Values Allowed: No

Record the number of hours the individual worked for earnings in a typical week at the time of the IPE.

Record 0 if individual was unemployed and/or generated no earnings.

**D. WIOA Program Involvement**

*The data elements in this section are completed at each IPE and updated as necessary. They should be reviewed and any changes noted with each subsequent IPE or more frequently if indicated.*

**1. Adult**

Report: At Each IPE and Update as Needed

Data Type: INT 1

Change: New

Element Number: 54

Multiple Values Allowed: No

- WIOA PIRL data element number 903, Adult.

Code   Description

- 1 Individual received services under WIOA section 133(b)(2)(A) [Adult Employment and Training Activities] as an individual who is not less than age 18 at the time of program entry.
- 2 Individual received services under WIOA section 133(a)(1) [Statewide Workforce Investment Activities].
- 3 Individual received services under WIOA sections 133(b)(2)(A) [Adult Employment and Training Activities] and 132(b)(1) [Statewide Workforce Investment Activities].
- 0 Individual did not receive services under the WIOA sections listed above.

**2. Adult Education**

Report: At Each IPE and Update as Needed

Data Type: INT 1

Change: New

Element Number: 55

Multiple Values Allowed: No

- WIOA PIRL data element number 910, Adult Education.

Adult Education is defined under WIOA Title II as:

Academic instruction and education services below the postsecondary level that increases an individual's ability to--

- (A) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- (B) transition to postsecondary education and training; and

(C) obtain employment.

Code Description

- 1 Individual did not receive Adult Education services.
- 0 Individual did not receive any Adult Education services.
- 9 Unable to track enrollment in the program.

**3. Dislocated Worker**

Report: At Each IPE and Update as Needed

Data Type: INT 1

Change: New

Element Number: 56

Multiple Values Allowed: No

- WIOA PIRL data element number 904, Dislocated Worker.

Code Description

- 1 Individual received services under section 133(b)(2)(B) of WIOA as a person who—
  - (A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and (iii) is unlikely to return to a previous industry or occupation;
  - (B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3) of WIOA, career services described in section 134(c)(2)(A)(xii) of WIOA, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
  - (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
  - (D) is a displaced homemaker; or
  - (E)(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation

Code Description

- to accommodate a permanent change in duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in section 3(16)(B) of WIOA.
- 2 Individual received services under section 133(a) of WIOA.
- 3 Individual received services under sections 133(b)(2)(B) and 133(a) of WIOA.
- 0 Individual did not receive services under the WIOA sections listed above.

**4. Job Corps**

Report: At Each IPE and Update as Needed

Data Type: INT 1

Change: New

Element Number: 57

Multiple Values Allowed: No

- WIOA PIRL data element number 911, Job Corps.

Code Description

- 1 Individual received services under WIOA title I Chapter 4, Subtitle C.
- 0 Individual did not receive services under WIOA title I Chapter 4, Subtitle C.
- 9 Unable to track enrollment in program.

**5. Vocational Rehabilitation**

Report: At Each IPE and Update as Needed

Data Type: INT 1

Change: New

Element Number: 58

Multiple Values Allowed: No

- WIOA PIRL data element number 917, Vocational Rehabilitation.

Code Description

- 1 Individual received services under parts A and B of title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.), WIOA title IV (VR), and Sec. 411(B)(15) defined as transition services for students with disabilities, that facilitate the transition from school to postsecondary life, such as achievement of an employment outcome in competitive integrated employment, or pre-employment transition services.
- 2 Individual received services from the Department of Veterans Affairs Vocational Rehabilitation and Employment (VR&E) Program authorized by 38 USC Chapter 31.
- 3 Individual received services from both vocational rehabilitation programs listed above.
- 0 Individual did not receive any services described above.
- 9 Unknown

**6. Wagner-Peyser Employment Service**

Report: At Each IPE and Update as Needed

Data Type: INT 1

Change: New

Element Number: 59

Multiple Values Allowed: No

- WIOA PIRL data element number 918, Wagner-Peyser Employment Service.

Code   Description

- 1 Individual received services under the Wagner-Peyser Act, as amended by title III of WIOA (29 USC 49 et seq.) (Wagner-Peyser Act).
- 0 Individual did not receive services under the Wagner-Peyser Act.
- 9 Unable to track enrollment in program.

**7. Youth**

Report: At Each IPE and Updated as Needed

Data Type: INT 1

Change: New

Element Number: 60

Multiple Values Allowed: No

- WIOA PIRL data element number 905, Youth.

Code   Description

- 1 Individual received services under section 128(b) of WIOA.
- 2 Individual received services under section 128(a) of WIOA.
- 3 Individual received services under sections 128(b) and 128(a) of WIOA.
- 0 Individual did not receive services under the WIOA sections listed above.

**8. YouthBuild**

Report: At Each IPE and Updated as Needed

Data Type: VARCHAR 14

Change: New

Element Number: 61

Multiple Values Allowed: No

- WIOA PIRL data element number 919, YouthBuild.

Record the 14-character grant number if the participant received services under the YouthBuild Program as authorized under WIOA section 171. The grant number should be entered in the following format without dashes: Two alphabetic characters representing the grant program code – five numeric characters – two numeric characters representing the fiscal year when the grant was awarded – two numeric characters identifying the type of grant awarded – one alphabetic character identifying the relevant agency at ETA – two numeric characters identifying the State that received the grant was served under (e.g., AA-12345-12-55-A-26).

If the individual is being served by the YouthBuild program and the grant number is unknown, enter all 9's. Leave blank if the individual did not receive services funded by YouthBuild.

**E. Barriers to Employment**

**1. Long-Term Unemployed**

Report: At Initial IPE

Data Type: INT 1

Element Number: 62

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 402, Long-Term Unemployed at Program Entry.

Code Description

1 Individual has been unemployed for 27 or more consecutive weeks.

0 Individual has not been unemployed for 27 or more consecutive weeks.

**2. Exhausting TANF Within Two Years**

Report: At Initial IPE

Data Type: INT 1

Element Number: 63

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 601, Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry.

Code Description

1 Individual is within two years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether receiving these benefits at the time of the initial IPE.

0 Individual does not meet the condition described above.

9 Individual has never received TANF or the individual has already exhausted lifetime TANF eligibility.

**3. Foster Care Youth**

Report: At Initial IPE

Data Type: INT 1

Element Number: 64

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element 704, Foster Care Youth Status at Program Entry.
- Data element is only applicable to youth.

Code Description

1 Individual is currently in foster care or has aged out of the foster care system.

0 Individual is not currently in foster care and has not aged out of the foster care system.

**4. Homeless Individual, Homeless Children and Youths, or Runaway Youth**

Report: At Initial IPE

Data Type: INT 1

Change: New

Element Number: 65

Multiple Values Allowed: No

- WIOA PIRL data element number 800, Homeless Individual, Homeless Children and Youths, or Runaway Youth at Program Entry.

An individual is considered homeless if he/she:

- (a) Lacks a fixed, regular, and adequate nighttime residence; this includes an individual who:
  - (i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - (ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
  - (iii) is living in an emergency or transitional shelter;
  - (iv) is abandoned in a hospital; or
  - (v) is awaiting foster care placement;
- (b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;
- (c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or
- (d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).

This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that fact alone, be recorded as homeless.

Code   Description

- 1 Individual meets the definition of homeless.
- 0 Individual does not meet the definition of homeless.

**5. Ex-Offender**

Report: At Initial IPE

Data Type: INT 1

Element Number: 66

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 801, Ex-Offender Status at Program Entry.

Individual is considered an ex-offender if he/she is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.

Code Description

- 1 Individual meets the definition of an ex-offender.
- 0 Individual does not meet the definition of ex-offender.
- 9 Individual did not self-identify.

**6. Low Income**

Report: At Initial IPE

Data Type: INT 1

Element Number: 67

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 802, Low Income Status at Program Entry.

An individual is considered low income if he/she:

- (a) Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received:
  - (i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.);
  - (ii) Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.);
  - (iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or
  - (iv) State or local income-based public assistance.
- (b) Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level;
- (c) Is a youth who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.);
- (d) Is a foster child on behalf of whom State or local government payments are made;
- (e) Is an individual with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement;

(f) Is a homeless individual or a homeless child or youth or runaway youth (B.8.5).

(g) Is a youth living in a high poverty area.

Code Description

- 1 Individual meets the definition of low income
- 0 Individual does not meet the definition of low income.

**7. English Language Learner**

Report: At Initial IPE

Data Type: INT 1

Element Number: 68

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 803, English Language Learner at Program Entry.

An individual is considered an English language learner if he/she is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.

Code Description

- 1 Individual meets the definition of English language learner.
- 0 Individual does not meet the definition of English language learner.

**8. Basic Skills Deficient/Low Levels of Literacy**

Report: At Initial IPE

Data Type: INT 1

Element Number: 69

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 804, Low Levels of Literacy at Program Entry.

An individual is considered to be basic skills deficient/low levels of literacy if he/she is: a) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or b) a youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

Code Description

- 1 Individual meets the criteria for basic skills deficient/low levels of literacy.
- 0 Individual does not meet the criteria for basic skills deficient/low levels of literacy.

**9. Cultural Barriers**

Report: At Initial IPE

Data Type: INT 1

Element Number: 70

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 805, Cultural Barriers at Program Entry.

Code Description

- 1 Individual perceives himself or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.
- 0 Individual does not perceive himself or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.
- 9 Individual did not self-identify.

**10. Single Parent**

Report: At Initial IPE

Data Type: INT 1

Element Number: 71

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 806, Single Parent at Program Entry.

An individual is a single parent if they are single, separated, divorced or widowed and have primary responsibility for one or more dependent children under age 18 (including single pregnant woman).

Code Description

- 1 Individual meets the definition of a single parent.
- 0 Individual does not meet the definition of single parent.
- 9 Individual did not self-identify.

**11. Displaced Homemaker**

Report: At Initial IPE

Data Type: INT 1

Element Number: 72

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 807, Displaced Homemaker at Program Entry.

An individual is considered to be a displaced homemaker if he/she has been providing unpaid services to family members in the home and who:

- (A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to

active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and

(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Code Description

- 1 Individual meets the definition of a displaced homemaker.
- 0 Individual does not meet definition of a displaced homemaker.

**12. Migrant and Seasonal Farmworker**

Report: At Initial IPE

Data Type: INT 1

Element Number: 73

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 808, Migrant and Seasonal Farmworker Status.

Code Description

- 1 Individual is a low-income individual (i) who for 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency.
- 2 Individual is a seasonal farmworker whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day.
- 3 Individual is a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above.
- 0 Individual does not meet any of the migrant or seasonal farmworker conditions listed above.

**F. Education**

**1. State Definition for Age of Students with Disabilities**

Report: At Initial IPE and Updated as Needed

Data Type: VARCHAR 5

Element Number: 74

Change: New

Multiple Values Allowed: Yes

Record the two-digit lower limit for the age of the students with disabilities followed by a semi-colon and then the two-digit upper limit for the age of the students with disabilities. For example, if the State defines the ages of students with disabilities to be 14 to 24, record "14;24,"; if the State defines the ages of students with disabilities to be 16 to 24, record "16;24."

*Note:* A “student with a disability” typically will be 16 to 21 years old, consistent with the age range permitted for the receipt of special education or related services under IDEA. Only the State may choose to implement a higher age for the receipt of special education or related services under IDEA. However, a Combined or Blind and General VR agency may choose to implement a lower age for the receipt of pre-employment transition services. If a VR agency chooses to do so, the lower age limit for the receipt of pre-employment transition services must be the same for both the General and Blind agencies if a State has two agencies since the decision to implement a lower age for the receipt of pre-employment transition services is a State – not an agency – decision.

School Status

Report: At Initial IPE

Data Type: INT 1

Element Number: 75

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 409, School Status at Participation.

Code   Description

- 1 Individual has not received a secondary school diploma or its recognized equivalent and is attending any elementary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.
- 2 Individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative secondary school or an alternative course of study approved by the local educational agency whether full or part-time.
- 3 Individual has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school.
- 4 Individual is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.
- 5 Individual is not attending any school and has either a secondary school diploma or has attained a secondary school equivalency.
- 6 Individual is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter and has not received a secondary school diploma or its recognized equivalent.

**3. Highest Educational Level Completed**

Report: At Initial IPE

Data Type: INT 1

Element Number: 76

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 408, Highest Educational Level Completed at Program Entry.

Code   Description

- 1 Individual attained a secondary school diploma.
- 2 Individual attained a secondary school equivalency.
- 3 Individual has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP).
- 4 Individual completed one or more years of postsecondary education.
- 5 Individual attained a postsecondary certification, license, or educational certificate (non-degree).
- 6 Individual attained an Associate's Degree.
- 7 Individual attained a Bachelor's Degree.
- 8 Individual attained a degree beyond a Bachelor's Degree.
- 9 No educational level was completed.

**4. Highest Elementary or Secondary School Grade Completed**

Report: At Initial IPE

Data Type: INT 2

Element Number: 77

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 407, Highest School Grade Completed at Program Entry.

Use the appropriate code to report the highest school grade completed by the individual.

Record 1-12 for the number of the highest school grade completed by the individual.

Record 0 if no school grades were completed.

**5. Enrolled in Secondary Education**

Report: At Initial IPE and Updated as Needed

Data Type: INT 1

Element Number: 78

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 1401, Enrolled in Secondary Education Program at Program Entry.

This data element may be used if the individual was either already enrolled in secondary education at the time of application to the program *or* became enrolled



Code Description

- 1 Individual completed secondary education and attained secondary school diploma.
- 0 Individual did not complete secondary education and attain a secondary school diploma.

**9. Date Attained Secondary School Equivalency (GED)**

Report: At Initial IPE or Upon Achievement

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 82 Multiple Values Allowed: No

Record date individual attained secondary school equivalency (GED).

Leave blank if individual did not attain a secondary school equivalency (GED).

**10. Enrolled in Postsecondary or Graduate Education**

Report: At Initial IPE and Updated as Needed

Data Type: INT 1 Change: New

Element Number: 83 Multiple Values Allowed: No

Record the highest academic year of postsecondary education the individual is enrolled in regardless of whether the individual is enrolled on a full-time or part-time basis, based on how the school defines the academic year, such as credit hours or equivalent.

Code Description

- 1 Highest level of postsecondary education the individual is enrolled in is the first academic year (Freshman).
- 2 Highest level of postsecondary education the individual is enrolled in is the second academic year (Sophomore).
- 3 Highest level of postsecondary education the individual is enrolled in is the third academic year (Junior).
- 4 Highest level of postsecondary education the individual is enrolled in is the fourth academic year (Senior).
- 5 Enrolled in graduate education.
- 0 Individual is not enrolled in postsecondary education.

**11. Enrolled in Postsecondary Education**

Report: At Initial IPE or Upon Enrollment

Data Type: INT 1 Change: New

Element Number: 84 Multiple Values Allowed: No

- WIOA PIRL data element number 1332, Participated in Postsecondary Education During Program Participation.

Do not report code value 1 if the participant was first enrolled in postsecondary education after exiting the program. This data element relates to the credential indicator denominator and individuals reported as code value 1 are included in the

credential rate denominator. This element is a subset of the data element Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (IX.F.12).

Code Description

- 1 Individual is in a postsecondary education program that leads to a credential or degree from an accredited institution or program.
- 0 Individual is not in a postsecondary education program that leads to a credential or degree from an accredited institution or program during program participation.

**12. Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment**

Report: At Initial IPE or Upon Enrollment

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 85 Multiple Values Allowed: No

- WIOA PIRL data element number 1811, Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment.

Record the date the participant was enrolled during program participation in an education or training program that leads to a recognized postsecondary credential or employment as defined by the core program in which the participant participates. States may use this coding value if the individual was either already enrolled in education or training at the time of the initial IPE or became enrolled in education or training at any point while participating in the program. If the individual was enrolled in postsecondary education at the initial IPE, the date in this field should be the Date of Application (IV.A). This includes, but is not limited to, participation in Job Corps, YouthBuild, Adult Education, or secondary education programs.

This data element applies to the Measurable Skill Gains Indicator, and will be utilized to calculate the denominator. It encompasses all education and training program enrollment.

Leave blank if the data element does not apply to the individual.

**13. Completed Some Postsecondary Education, No Degree or Certificate**

Report: At Initial IPE

Data Type: INT 1 Change: New

Element Number: 86 Multiple Values Allowed: No

Code Description

- 1 Individual has completed some postsecondary education but, has no degree or certificate.
- 0 Individual has not completed some postsecondary education and has no degree or certificate.

**14. Date Attained Associate's Degree**

Report: At Initial IPE or Upon Attainment  
Data Type: DATETIME (YYYYMMDD)      Change: New  
Element Number: 87      Multiple Values Allowed: No

Record date Associate's Degree was attained.

Leave blank if Associate's Degree was not attained.

**15. Date Attained Bachelor's Degree**

Report: At Initial IPE or Upon Attainment  
Data Type: DATETIME (YYYYMMDD)      Change: New  
Element Number: 88      Multiple Values Allowed: No

Record date Bachelor's Degree was attained.

Leave blank if Bachelor's Degree was not attained.

**16. Date Attained Master's Degree**

Report: At Initial IPE or Upon Attainment  
Data Type: DATETIME (YYYYMMDD)      Change: New  
Element Number: 89      Multiple Values Allowed: No

Record date Master's Degree was attained.

Leave blank if Master's Degree was not attained.

**17. Date Attained Graduate Degree (e.g., Ph.D., Ed.D., J.D., M.D.)**

Report: At Initial IPE or Upon Attainment  
Data Type: DATETIME (YYYYMMDD)      Change: New  
Element Number: 90      Multiple Values Allowed: No

Record date Graduate Degree was attained.

Leave blank if no Graduate Degree was attained.

**G. Vocational/Technical Credential, License, Certificate, or Certification**

**1. Enrolled in a Career or Technical Training Program, Not Leading to a Recognized Postsecondary Credential**

Report: At Each IPE  
Data Type: INT 1      Change: New  
Element Number: 91      Multiple Values Allowed: No

Code    Description

- 1 Individual is enrolled in a career or technical training program that leads to a recognized postsecondary credential.
- 0 Individual is not enrolled in a career or technical training program that

Code Description  
leads to a recognized postsecondary credential.

**2. Enrolled in a Career or Technical Training Program, Leading to a Recognized Postsecondary Credential**

Report: At Each IPE

Data Type: INT 1

Change: New

Element Number: 92

Multiple Values Allowed: No

Code Description

1 Individual is enrolled in a career or technical training program that leads to a recognized postsecondary credential.

0 Individual is not enrolled in a career or technical training program that leads to a recognized postsecondary credential.

**3. Date Attained Vocational/Technical License**

Report: At Initial IPE or Upon Attainment

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 93

Multiple Values Allowed: No

Record date Vocational/Technical License was attained.

Leave blank if Vocational/Technical License was not attained.

**4. Date Attained Vocational/Technical Certificate**

Report: At Initial IPE or Upon Attainment

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 94 Multiple Values Allowed: No

Record date Vocational/Training Certificate was attained.

Leave blank if Vocational/Training Certificate was not attained.

**H. Other Education or Training**

**1. Date Attained Other Recognized Diploma, Degree, or Certificate**

Report: At Initial IPE or Upon Attainment

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 95 Multiple Values Allowed: No

Record the date on which the individual attained some other form of recognized diploma, degree, or certificate not listed above.

Leave blank if individual did not attain some other form of recognized diploma, degree, or certificate not listed above.

**X. Pre-Employment Transition Services Data Elements**

**A. Start Date of Pre-Employment Transition Services**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 96

Multiple Values Allowed: No

- Data entry is required if individual is receiving pre-employment transition services, regardless of whether the individual has applied or been determined eligible for VR services.
- Once this data element has been reported, the data element may ONLY be changed by contacting RSA Data Unit staff to initiate a modification.

Students with disabilities receiving only pre-employment transition services are not required to apply for or be determined eligible for the VR program services. However, if a student with a disability receives a VR service other than a pre-employment transition service, a Date of Application (IV.A) is required.

**Pre-Employment Transition Services Reporting General Information:**

As described in 34 CFR 361.48, the following exclusive list of pre-employment transition services may be provided:

- (i) Job exploration counseling;
- (ii) Work-based learning experiences, which may include in-school or after school opportunities, or experience outside the traditional school setting (including internships), that is provided in an integrated environment in the community to the maximum extent possible;
- (iii) Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education;
- (iv) Workplace readiness training to develop social skills and independent living; and
- (v) Instruction in self-advocacy (including instruction in person-centered planning), which may include peer mentoring (including peer mentoring from individuals with disabilities working in competitive integrated employment).

Record the date that the student with a disability started receiving pre-employment transition services.

Leave blank if individual is not receiving pre-employment transition services.

For each pre-employment transition service category (i.e., Job Exploration Counseling, Work Based Learning Experiences, Counseling on Enrollment Opportunities, Workplace Readiness Training, and Instruction in Self Advocacy), there are six potential data elements to report. These elements record how the service was provided, the type of service provider and the amount expended for the service. These data elements must be reported for all individuals receiving pre-employment transition services, including

applicants and eligible individuals. If any of the categories of service included in this section are being received by an individual, the appropriate code values must be included with each data submission. When reporting that a pre-employment transition service is no longer being provided, code value 2 must be entered in the quarter in which the services are discontinued, regardless of when payment for the services is made.

**Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1 Multiple Values Allowed: No

Record 1 if service was provided in whole or part by VR agency staff (in-house).

Record 2 if service was provided in whole or part by VR agency staff (in-house) *and is no longer being provided*.

Leave blank if service was not provided by VR agency staff (in-house).

**Service Provided Through VR Agency Purchase**

Data Type: INT 1 Multiple Values Allowed: No

Record 1 if service was provided in whole or part through purchase by the VR agency.

Record 2 if service was provided in whole or part through purchase by the VR agency *and is no longer being provided*.

Leave blank if service was not provided through purchase by VR agency.

If code value 1 is recorded, the VR agency must also provide responses to the next two data elements, Purchased Service Provider Type and VR Program Expenditure for Purchased Service. If not, Purchased Service Provider Type and VR Program Expenditure for Purchased Service may be left blank. There is not an option to report SE funds expended for pre-employment transition services since that would not be an allowable use of SE funds.

**Purchased Service Provider Type**

Data Type: INT 1 Multiple Values Allowed: No

If the pre-employment transition service was purchased in whole or part by the VR agency, the Purchased Service Provider Type must be reported. For each service category, record the code value that best describes the primary service provider.

The majority of purchased services were provided directly by:

Code Description

- 1 Community Rehabilitation Programs (CRPs): Public CRPs are programs that are operated by a State, county, municipal or other local government.
- 2 Private CRP: Private CRPs are programs that are operated as not-for-

- | <u>Code</u> | <u>Description</u>  |
|-------------|---|
|             | profit organizations.   |
| 3           | <u>Public Service Provider</u> : Public service providers are organizations or agencies of State, county, municipal or other local governments.   |
| 4           | <u>Other Private Service Provider</u> : Private service providers include private not-for-profit organizations, such as VR providers (other than CRPs), proprietary businesses; such as private hospitals and mental health clinics, and contracted service delivery staff. |

**VR Program Expenditure for Purchased Service**

Data Type: INT 6 Multiple Values Allowed: No

For pre-employment transition services, this data element captures the expenditures (amounts) per quarter for the purchased service. Expenditures may include non-Federal share and VR program Federal funds, including program income, used to purchase the service. *Expenditures do not include unliquidated obligations or encumbrances.*

Do not include costs incurred for program administration, salaries of counselors, and other staff who contribute to the authorization process.

**Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1 Multiple Values Allowed: No

Comparable services and benefits are defined at 34 CFR 361.5(c)(8).

Record 1 if service was provided in whole or part by comparable services and benefits providers.

Record 2 if service was provided in whole or part by comparable services and benefits *and is no longer being provided.*

Leave blank if service was not provided by comparable services and benefits providers.

**Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8 Multiple Values Allowed: Yes

For each of the service categories, record up to three codes, separated by semi-colons, that best describe the service providers who provided the individual with a comparable service or benefit. Make sure to use semi-colons between the codes. Do not use commas or spaces.

Examples: If the individual received comparable services or benefits from the Veteran’s Benefits Administration and Federal Student Aid, record “21;12”. If the individual received comparable services or benefits from a public Community Rehabilitation Program as well as from a developmental disability agency, record “6;13”. If comparable services or benefits were received by an individual from an elementary or secondary educational institution only, then record “8”.

<u>Code</u>	<u>Comparable Services and Benefits Provider Type</u>
1	Adult education and Literacy program administered by the Department of Education
2	Adult, Dislocated Worker and Youth program administered by Department of Labor (DOL)
3	American Indian VR Services Program
4	Public Centers for Independent Living
5	Child Protective Service
6	Public Rehabilitation Program
7	Employer Provided Benefits
8	Public Educational Institution (elementary/secondary)
9	Public Educational Institution (postsecondary)
10	Public Employment Network (not otherwise listed)
11	Federal Student Aid (e.g., Pell grants, Supplemental Educational Opportunity Grant, work study, etc.)
12	Intellectual and Developmental Disabilities Agency (Public)
13	Medical Health Provider (Public)
14	Mental Health Provider (Public)
15	One-stop Partner (not listed separately)
16	Public Housing Authority
17	Social Security Administration (Disability Determination Service or District office)
18	State Department of Correction/Juvenile Justice
19	State Employment Service Agency
20	Veteran's Benefits Administration (which includes VA Vocational Rehabilitation)
21	Veteran's Health Administration (the VA hospital system, as well as the VA transitional living, transitional employment, and compensated work therapy programs)
22	Wagner-Peyser Employment Service Program
23	Welfare Agency (State or local government)

**B. Job Exploration Counseling**

Change: New

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 97

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 98

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 99

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2.2 VR Program Expenditure for Purchased Service**

Data Type: INT 6

Element Number: 100

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 101

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 102

Multiple Values Allowed: Yes

Instructions for this data element are included in section X.A.

**C. Work Based Learning Experiences**

Change: New

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 103

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 104

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 105

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2.2 VR Program Expenditure for Purchased Service**

Data Type: INT 6

Element Number: 106

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 107

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 108

Multiple Values Allowed: Yes

Instructions for this data element are included in section X.A.

**D. Counseling on Enrollment Opportunities**

Change: New

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 109

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 110

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2.1 Purchased Service Provider Type**

Data Type: INT1

Element Number: 111

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2.2 VR Program Expenditure for Purchased Service**

Data Type: INT 6

Element Number: 112

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 113

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 114

Multiple Values Allowed: Yes

Instructions for this data element are included in section X.A.

**E. Workplace Readiness Training**

Change: New

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 115

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 116

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2.1 Purchased Service Provider Type**

Data Type: INT1

Element Number: 117

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2.2 VR Program Expenditure for Purchased Service**

Data Type: INT 6

Element Number: 118

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 119

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 120

Multiple Values Allowed: Yes

Instructions for this data element are included in section X.A.

**F. Instruction in Self Advocacy**

Change: New

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 121

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 122

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2.1 Purchased Service Provider Type**

Data Type: INT1

Element Number: 123

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**2.2 VR Program Expenditure for Purchased Service**

Data Type: INT 6

Element Number: 124

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 125

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 126

Multiple Values Allowed: Yes

Instructions for this data element are included in section X.A.

**XI. VR and SE Service Data Elements (Applicants and Eligible Individuals)**

**A. Start Date of Initial VR Service On or After IPE**

Report: Upon Start Date of Initial VR Service

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 127

Multiple Values Allowed: No

Record the date on which the initial VR service, service listed in Sections X, XII, XIII or XIV, began on or after the IPE for the individual became effective.

Leave blank if individual has not received an initial VR service after the IPE for the individual became effective.

**B. Date of Most Recent Career Service**

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 128

Multiple Values Allowed: No

- WIOA PIRL data element number 1004, Date of Most Recent Career Service.

Career services refer to the services described in WIOA Sec 134(c)(2)(A)(xii). For VR purposes, these services are the ones identified in Sections XIII of this manual.

Record the date on which career services were last received (excluding information services or activities or follow-up services).

Leave blank if the individual did not receive career services.

**VR and SE Services Reporting General Information:**

For each service category, there are seven potential reporting data elements. These data elements record how the service was provided, the type of service provider, the amount expended for the service, etc.

**Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Multiple Values Allowed: No

Record 1 if service was provided in whole or part by VR agency staff (in-house).

Leave blank if service was not provided by VR agency staff (in-house).

**Service Provided Through VR Agency Purchase**

Data Type: INT 1

Multiple Values Allowed: No

Record 1 if service was provided in whole or part through purchase by the VR agency.

Leave blank if service was not provided through purchase by VR agency.

If code value 1 is recorded, the VR agency must also provide responses to the next data element, Purchased Service Provider Type. If not, Purchased Service Provider Type may be left blank.

**Purchased Service Provider Type**

Data Type: INT 1

Multiple Values Allowed: No

If the service was provided in whole or part through purchase by the VR agency, the Purchased Service Provider Type must be reported. For each service category, record the code value that best describes the primary service provider. Leave blank if service was not provided through purchase by VR agency.

The majority of purchased services were provided directly by:

Code   Description

- 1 Public Community Rehabilitation Program (CRP): Public CRPs are programs that are operated by a State, county, municipal or other local government.
- 2 Private CRP: Private CRPs are programs that are operated as not-for-profit organizations.
- 3 Other Public Service Provider: Public service providers are organizations or agencies of State, county, municipal or other local governments.
- 4 Other Private Service Provider: Private service providers include private not-for-profit organizations, such as VR providers (other than CRPs), proprietary businesses; such as private hospitals and mental health clinics, and contracted service delivery staff.

Once the service provider type has been reported, the VR agency must record the source of funds and the quarterly amount of payment for each purchased service.

**Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Multiple Values Allowed: No

This data element captures the quarterly VR program expenditures for the purchased service. Expenditures may include non-Federal share and VR program Federal funds, including program income, used to purchase the service. *Expenditures do not include unliquidated obligations or encumbrances.*

Do not include administrative costs that are required to be reported on the RSA-2.

**Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Multiple Values Allowed: No

This data element captures the quarterly Supported Employment Services program expenditures for the purchased service. Recipients of these funds must have a supported employment goal in their IPEs and have already been placed in an employment setting. Individuals with a supported employment goal stated in their IPEs may receive any category of services depending on their particular

needs. Therefore, to identify the use of these funds, each service category includes this data element.

Expenditures may include outlays of non-Federal share and Supported Employment Services program Federal funds, including program income, used to purchase the service. *Expenditures do not include unliquidated obligations or encumbrances, or projections/budgets for expenditures.*

Do not include administrative costs that are required to be reported on the RSA-2

**Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Multiple Values Allowed: No

Comparable services and benefits are defined at 34 CFR 361.5(c)(8).

Record 1 if service was provided in whole or part by comparable services and benefits providers.

Leave blank if service was not provided by comparable services and benefits providers.

If code 1 is recorded, the VR agency must also provide responses to data element Comparable Services and Benefits Provider Type. If not, Comparable Services and Benefits Provider Type may be left blank.

**Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Multiple Values Allowed: Yes

For each of the service categories, record up to three codes, separated by semi-colons, that best describes the service providers who provided the individual with a comparable service or benefit. Make sure to use semi-colons between the codes. Do not use commas or spaces. Leave blank if service was not provided by comparable services and benefits providers.

Examples: If the individual received comparable services/benefits from an employer, the Veteran's Benefits Administration and Federal Student Aid, record "7;21;12". If the individual received comparable services or benefits from a public Community Rehabilitation Program as well as from a developmental disability agency, record "6;13". If comparable services or benefits were received by an individual from an elementary or secondary educational institution only, then record "8".

Code    Comparable Services and Benefits Provider Type

- 1    Adult education and Literacy program administered by the Department of Education
- 2    Adult, Dislocated Worker and Youth program administered by Department of Labor (DOL)
- 3    American Indian VR Services Program
- 4    Public Centers for Independent Living

<u>Code</u>	<u>Comparable Services and Benefits Provider Type</u>
5	Child Protective Service
6	Public Rehabilitation Program
7	Employer Provided Benefits
8	Public Educational Institution (elementary/secondary)
9	Public Educational Institution (postsecondary)
10	Public Employment Network (not otherwise listed)
11	Federal Student Aid (e.g., Pell grants, Supplemental Educational Opportunity Grant, work study, etc.)
12	Intellectual and Developmental Disabilities Agency (Public)
13	Medical Health Provider (Public)
14	Mental Health Provider (Public)
15	One-stop Partner (not listed separately)
16	Public Housing Authority
17	Social Security Administration (Disability Determination Service or District office)
18	State Department of Correction/Juvenile Justice
19	State Employment Service Agency
20	Veteran's Benefits Administration (which includes VA Vocational Rehabilitation)
21	Veteran's Health Administration (the VA hospital system, as well as the VA transitional living, transitional employment, and compensated work therapy programs)
22	Wagner-Peyser Employment Service Program
23	Welfare Agency (State or local government)

## **XII. Training Services Data Elements**

Training services are defined in WIOA Sec 134(c)(3). For VR purposes, these training services are designed to help the individual improve educationally or vocationally or to adjust to the functional limitations of his or her impairment. If the individual receives more than one type of training, each type should be recorded. For individuals not seeking a degree or certificate and attending a course in a college or university, code this type of training under Miscellaneous Training.

*The costs associated with training are for tuition, fees and books only. Costs associated with housing or meals during periods of training are to be recorded under Maintenance (XIV.B).*

### **A. Graduate College or University**

Change: Revised

Full-time or part-time academic training leading to a degree recognized as beyond a Baccalaureate Degree, such as a Master of Science, Arts (M.S. or M.A.) or Doctor of Philosophy (Ph.D.) or Doctor of Jurisprudence (J.D.). Such training would be provided by a college or university.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 129

Multiple Values Allowed: No

Instructions for this data element are included under section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 130

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 131

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 132

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 133

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 134

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 135

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**B. Four-Year College or University Training**

Change: Revised

Full-time or part-time academic training leading to a baccalaureate degree, a certificate, or other recognized educational credential. Such training may be provided by a four-year college or university or technical college.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 136

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 137

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 138

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 139

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 140

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 141

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 142

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**C. Junior or Community College Training**

Change: Revised

Full-time or part-time academic training above the secondary school level leading to an Associate's Degree, a certificate, or other recognized educational credential. Such training may be provided by a community college, junior college, or technical college.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 143

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 144

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 145

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 146

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 147

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 148

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 149

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**D. Occupational or Vocational Training**

Change: Revised

Occupational, vocational, or job skill training provided by a community college and/or business, vocational/trade or technical school to prepare students for gainful employment in a recognized occupation, not leading to an academic degree. This would include

selected courses or programs of study at a community college, four-year college, university, technical college or proprietary school or program.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 150

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 151

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 152

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 153

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 154

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 155

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 156

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**E. On The Job Training**

Change: Revised

Training in specific job skills by a prospective employer. Generally, the trainee is paid during this training and will remain in the same or a similar job upon successful completion.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 157 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 158 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 159 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 160 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 161 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 162 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 163 Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**F. Registered Apprenticeship Training**

Change: Revised

A work-based employment and training program that combines hands-on, on-the-job work experience in a skilled occupation with related classroom instruction. Structured apprenticeship programs generally have minimum requirements for the duration of on-the-job work experience and classroom instruction, and/or could utilize competency-based elements but should have mechanisms in place to ensure quality and consistency of skills acquisition. The following elements distinguish apprenticeship programs from other work-based efforts including co-op education, on-the-job training, and internships: supervision and structured mentoring; providing for wage increases as an apprentice's skills increase; based on an employer-employee relationship; and providing an industry recognized certificate of completion of the program.

**1. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 164

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**1.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 165

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**1.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 166

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**1.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 167

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 168

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 169

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**G. Basic Academic Remedial or Literacy Training**

Change: Revised

Literacy training or training provided to remediate basic academic skills that are needed to function on the job in the competitive labor market.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 170

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 171

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 172

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 173

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 174

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 175

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 176

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**H. Job Readiness Training**

Change: Revised

Training provided to prepare an individual for work (e.g., work behaviors, getting to work on time, dress and grooming, increasing productivity, etc.).

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 177

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 178

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 179

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 180

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 181

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 182

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 183

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**I. Disability Related Skills Training**

Change: Revised

Disability-related augmentative skills training includes but is not limited to: orientation and mobility; rehabilitation teaching; training in the use of low vision aids; Braille; speech reading; sign language; and cognitive training/retraining.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 184

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 185

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 186

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 187

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 188

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 189

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 190

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**J. Miscellaneous Training**

Change: Revised

Any training not recorded in one of the other categories listed, including GED or secondary school training leading to a diploma, or courses taken at four-year, junior or community colleges not leading to a certificate or diploma.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 191

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 192

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 193

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 194

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 195

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 196

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 197

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**K. Randolph-Sheppard Entrepreneurial Training**

Change: Revised

Training for establishing a small business or individualized training through Randolph-Sheppard program and identified on an IPE.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 198

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 199

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 200

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 201

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 202

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 203

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 204

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**L. Customized Training**

Change: Revised

A training program designed to meet the special requirements of an employer who has entered into an agreement with a service delivery area to hire individuals who are trained to the employer's specifications. The training may occur at the employer's site or provided by a training vender able to meet the employer's requirements. Such training usually requires a commitment from the employer to hire a specified number of trainees who satisfactorily complete the training.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 205

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 206

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 207

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 208

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 209

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 210

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 211

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**XIII. Career Services Data Elements**

**A. Assessment**

Change: Revised

Assessment means services provided and activities performed to determine an individual's eligibility for VR services, to assign an individual to a priority category of a VR program that operates under an order of selection, and/or to determine the nature and scope of VR services to be included in the IPE. It also includes trial work experiences. Assessments to determine eligibility, assignment of a priority category or the nature or scope of services to be included on the IPE include, but are not limited to psychological assessments, audio logical evaluations, dental and medical exams and other assessments of personality, interests, interpersonal skills, intelligence and related functional capacities, educational achievements, work experience, vocational aptitudes, personal and social adjustments, and employment opportunities of the individual and the medical, psychiatric, psychological, and other pertinent vocational, educational, cultural, social, recreational, and environmental factors that affect the employment and rehabilitation needs of the individual.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 212

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 213

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 214

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 215

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 216

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 217

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 218

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**B. Diagnosis and Treatment of Impairments**

Change: Revised

Diagnosis and treatment of impairments includes:

- a) Corrective surgery or therapeutic treatment that is likely, within a reasonable period of time, to correct or modify substantially a physical or mental impairment that constitutes a substantial impediment to employment;
- b) Diagnosis and treatment for mental and emotional disorders by qualified personnel who meet State licensure laws;
- c) Dentistry;
- d) Nursing services;
- e) Necessary hospitalization (either inpatient or outpatient care) in connection with surgery or treatment;
- f) Drugs and supplies;
- g) Prescription of prosthetics and/or orthotics related to the individual's diagnosed disability and is necessary for the achievement of the employment outcome;
- h) Prescription of eyeglasses and visual services, including visual training, related to the individual's diagnosed disability and necessary for the achievement of the employment outcome;

- i) Podiatry;
- j) Physical therapy;
- k) Occupational therapy;
- l) Speech or hearing therapy;
- m) Mental health services;
- n) Treatment of either acute or chronic medical complications and emergencies that are associated with or arise out of the provision of physical and mental restoration services or that are inherent in the condition under treatment (34 CFR 365.1(c)(39));
- o) Special services for the treatment of individuals with end-stage renal disease, including transplantation, dialysis, artificial kidneys, and supplies;
- p) Other medical or medically related rehabilitation services; and
- q) Medical care for acute conditions arising during rehabilitation and constituting a barrier to the achievement of an employment outcome.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 219

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 220

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 221

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 222

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 223

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 224

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 225

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**C. Vocational Rehabilitation Counseling and Guidance**

Change: Revised

Vocational rehabilitation counseling and guidance includes information and support services to assist an individual in exercising informed choice and is distinct from the case management relationship that exists between the counselor and the individual during the VR process.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 226

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 227

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 228

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 229

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 230

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 231

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 232

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**D. Job Search Assistance**

Change: Revised

Job search activities support and assist an individual in searching for an appropriate job. Job search assistance may include help in resume preparation, identifying appropriate job opportunities, developing interview skills, and making contacts with companies on behalf of the consumer.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 233

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 234

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 235

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 236

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 237

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 238

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 239

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**E. Job Placement Assistance**

Change: Revised

Job placement assistance is a referral to a specific job resulting in an interview, regardless of whether or not the individual obtained the job.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 240

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 241

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 242

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 243

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 244

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 245

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 246

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**F. Short Term Job Supports**

Change: Revised

Support services provided to an individual who has been placed in employment in order to stabilize the placement and enhance job retention. Such services include short-term job coaching for persons who do not have a supported employment goal consistent with the employment goal on the IPE.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 247

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 248

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 249

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 250

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 251 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 252 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 253 Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**G. Supported Employment Services**

Change: New

Supported employment services (34 CFR 361.5(c)(54)) means ongoing support services, including customized employment, and other appropriate services needed to support and maintain an individual with a most significant disability, including a youth with a most significant disability in supported employment that are – (i) Organized and made available, singly or in combination, in such a way as to assist an eligible individual to achieve competitive integrated employment; (ii) Based on a determination of the needs of an eligible individual, as specified in an individualized plan for employment; (iii) Provided by the designated State unit for a period of time not to exceed 24 months, unless under special circumstances the eligible individual and the rehabilitation counselor jointly agree to extend the time to achieve the employment outcome identified in the individualized plan for employment; and (iv) Following transition, as post-employment services that are unavailable from an extended services provider and that are necessary to maintain or regain the job placement or advance in employment.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 254 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 255 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 256 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 257 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 258 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 259 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 260 Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**H. Information and Referral Services**

Change: Revised

Information and referral services are provided to individuals who need services from other agencies (e.g., cooperative agreements).

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 261 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 262 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 263 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 264 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 265 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 266 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 267 Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**I. Benefits Counseling**

Change: Revised

Assistance provided to an individual who is interested in becoming employed, but is uncertain of the impact work income may have on any disability benefits and entitlements being received, and/or is not aware of benefits, such as access to healthcare, that might be available to support employment efforts.

This typically involves an analysis of an individual's current benefits, such as SSDI and SSI, the individual's financial situation, and the effect different income levels from work will have on the individual's future financial situation. This assistance is intended to provide the individual an opportunity to make an informed choice regarding the pursuit of employment.

Ongoing assistance may also be provided as the individual decides on employment goals, searches for jobs, and becomes employed.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 268

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 269

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 270

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 271

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 272

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 273 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 274

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**J. Customized Employment Services**

Change: Revised

Customized employment (34 CFR 361.5(c)(11)) means competitive integrated employment for an individual with a significant disability that is - based on an

individualized determination of the unique strengths, needs, and interests of the individual with a significant disability; designed to meet the specific abilities of the individual with a significant disability and the business needs of the employer; and carried out through flexible strategies. Flexible strategies include job exploration by the individual and working with an employer to facilitate placement, including:

- a) customizing a job description based on current employer needs or on previously unidentified and unmet employer needs;
- b) developing a set of job duties, a work schedule and job arrangement, and specifics of supervision (including performance evaluation and review), and determining a job location;
- c) using a professional representative chosen by the individual, or if elected self-representation, to work with an employer to facilitate placement; and
- d) providing services and supports at the job location.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 275

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 276

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 277

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 278

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 279

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 280

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 281

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**K. Extended Services**

Change: New

Extended services (34 CFR 361.5(c)(19)) are ongoing support services and other appropriate services that are needed to support and maintain an individual with a most significant disability including a youth with a most significant disability, in supported employment. See 34 CFR 361.5(c)(19) for the complete definition. Agencies are to only report data for youth who have achieved a supported employment outcome and are receiving extended services provided with VR and/or SE funds for a period not to exceed four years. The service records for these individuals remain open until these services are terminated. VR agencies are not to report data for individuals, including youth, who have achieved a supported employment outcome and are receiving extended services provided through other sources following record closure.

This data element tracks extended services provided only by the VR agency or through VR agency purchase; therefore, the comparable services and benefits data elements are not included.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 282

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 283

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 284

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 285

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 286

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**XIV. Other Service Data Elements**

**A. Transportation**

Change: Revised

Transportation (34 CFR 361.5(c)(56)) means travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a VR service, including expenses for training in the use of public transportation vehicles and systems. Examples of transportation services include, but are not limited to:

- a) travel and related expenses for a personal care attendant or aide if the services of that person are necessary to enable the applicant or eligible individual to travel to participate in any vocational rehabilitation service;
- b) purchase and repair of vehicles, including vans, but not the modification of these vehicles as modification would be considered a rehabilitation technology service;
- c) relocation expenses incurred by an eligible individual in connection with a job placement that is a significant distance from the eligible individual's current residence; or
- d) purchase of a bus pass for an individual to get to training or work.

This specifically excludes the modification of vehicles, which is to be reported in rehabilitation technology. *If a vehicle is purchased with modifications, the pro-rata cost of the vehicle is reported here and the pro-rata cost of the modifications will be reported in Rehabilitation Technology.*

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 287

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 288

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 289

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 290

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 291

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 292

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 293

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**B. Maintenance**

Change: Revised

Maintenance (34 CFR 361.5(c)(34)) means monetary support provided for expenses such as food, shelter and clothing that are in excess of the normal expenses of the individual, and that are necessitated by the individual's participation in an assessment for determining eligibility and VR needs or while receiving services under an IPE. Examples of maintenance expenses include, but are not limited to:

- a) cost of uniforms or other suitable clothing required for an individual's job placement or job seeking activities;
- b) cost of short-term expenses, such as food and shelter, that is required in order for an individual to participate in assessment or vocational training at a site that is not within commuting distance of an individual's home;

- c) cost of food and lodging expenses while an individual is participating in four-year or graduate college or university;
- d) initial one-time costs, such as security deposits or charges for the initiation of utilities, that are required in order for an individual to relocate for a job placement; and
- e) cost of an individual's participation in enrichment activities related to that individual's training program.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 294

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 295

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 296

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 297

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 298

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 299

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 300

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

### C. **Rehabilitation Technology**

Change: Revised

Rehabilitation technology (34 CFR 361.5(c)(45)) means the systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers confronted by, individuals with disabilities in areas that include education, rehabilitation, employment, transportation, independent living, recreation, home and vehicular modification, other assistive devices including, but not limited to hearing aids, low vision aids and wheelchairs. This includes the hardware portion of neuroprosthetic devices, such as cochlear implants, visual prosthetics, and motor prosthetic devices, but does not include medical and surgical procedures required for implantation of neuroprosthetic devices which should be coded as diagnosis and treatment of impairments. Rehabilitation technology includes rehabilitation engineering, assistive technology devices, and assistive technology services. The term includes the following:

- a) Rehabilitation Engineering Services are the systematic application of engineering sciences to design, develop, test, evaluate, apply, and distribute technological solutions to problems confronted by VR individuals in functional areas such as mobility, communications, hearing, vision, and cognition, and in activities associated with employment, independent living, education, and integration into the community.
- b) Assistive Technology Devices are any items, piece of equipment, or product system, whether acquired commercially off the shelf, modified or customized, that is used to increase, maintain, or improve the functional capabilities of a VR customer.
- c) Assistive Technology Services (34 CFR 361.5(c)(6)) are any services that directly assist an individual with a disability in the selection, acquisition, or use of an assistive technology device. Services may include:
  1. the evaluation of the needs of an individual, including a functional evaluation of the individual in his/her customary environment;
  2. purchasing, leasing, or otherwise providing for the acquisition by an individual of an assistive technology device;
  3. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices;
  4. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
  5. training or providing technical assistance for an individual or, if appropriate, the family members, guardians, advocates, or authorized representatives of the individual; and
  6. training or providing technical assistance for professionals (including individuals providing education and rehabilitation services), employers, or others who

provide services to, employ, or are otherwise substantially involved in the major life functions of individuals with disabilities, to the extent that training or technical assistance is necessary to the achievement of an employment outcome.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 301

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 302

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 303

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 304

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 305

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 306

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 307

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**D. Personal Assistance Services**

Change: Revised

Personal assistance services (34 CFR 361.5(c)(38)) means a range of services, including, among other things, training in managing, supervising, and directing personal assistance services, provided by one or more persons, that are –

- (i) Designed to assist an individual with a disability to perform daily living activities on or off the job that the individual would typically perform without assistance if the individual did not have a disability;
- (ii) Designed to increase the individual's control in life and ability to perform everyday activities on or off the job;
- (iii) Necessary to the achievement of an employment outcome; and
- (iv) Provided only while the individual is receiving other vocational rehabilitation services. The services may include training in managing, supervising, and directing personal assistance services.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 308

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 309

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 310

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 311

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 312

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 313

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 314

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**E. Technical Assistance Services Including Self-Employment**

Change: Revised

Technical assistance includes consultation and other services provided to conduct market analyses, to develop business plans, and to provide resources to individuals in the pursuit of self-employment, telecommuting and small business operation outcomes.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 315

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 316

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 317

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 318

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 319

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 320

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 321

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**F. Reader Services**

Change: Revised

Reader services are for individuals who cannot read print because of blindness or other disabilities. Reader services include, in addition to reading aloud, transcription of printed information into Braille or sound recordings if the individual requests such transcription. Reader services are generally for individuals who are blind or deaf-blind, but may also include individuals unable to read because of serious neurological disorders, specific learning disabilities, or other physical or mental impairments.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 322

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 323

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 324

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 325

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 326

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 327

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 328

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**G. Interpreter Services**

Change: Revised

Interpreter services are sign language or oral interpretation services for individuals who are deaf or hard of hearing and tactile interpretation services for individuals who are deaf-blind. Specially trained individuals perform sign language or oral interpretation.

Interpreter services also include real-time captioning services for persons who are deaf or hard of hearing. Do not include language interpretation in this category, but in Other Services (XIV.H).

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 329

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 330

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 331

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 332

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 333

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 334

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 335

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**H. Other Services**

Change: Revised

Use this category ONLY for other VR services that cannot be recorded elsewhere. Include in this category such services as the provision of funds for occupational licenses, tools and equipment, initial stocks and supplies.

**1. Service Provided by VR Agency Staff (in-house)**

Data Type: INT 1

Element Number: 336

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2. Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 337

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.1 Purchased Service Provider Type**

Data Type: INT 1

Element Number: 338

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.2 Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 339 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**2.3 Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 340 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3. Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 341 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

**3.1 Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 342 Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

**XV. Measurable Skill Gain Data Elements (WIOA section 116(b)(2)(A)(i))**

**A. Date of Most Recent Measurable Skill Gain: Educational Functioning Level (EFL)**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 343

Multiple Values Allowed: No

- WIOA PIRL data element 1806, Date of Most Recent Measurable Skill Gains: Educational Attainment.

Record the most recent date the participant, who received instruction below the postsecondary education level, achieved at least one EFL. EFL gain may be documented in one of three ways: 1) by comparing a participant's initial EFL, as measured by a pre-test, with the participant's EFL as measured by the participant's post-test; or 2) for States that offer postsecondary programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or 3) States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year.

Leave blank if this data element does not apply to the participant.

**B. Date of Most Recent Measurable Skill Gain: Secondary**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 344

Multiple Values Allowed: No

- WIOA PIRL data element number 1808, Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card.

Record the most recent date of the individual's transcript or report card for secondary education for one semester demonstrating that the individual is achieving the VR program's policies for academic standards.

Leave blank if this data element does not apply to individual.

**C. Date of Most Recent Measurable Skill Gain: Postsecondary Transcript/Report Card**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 345

Multiple Values Allowed: No

- WIOA PIRL data element number 1807, Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card.

Record the most recent date of the individual's transcript or report card for postsecondary education students who complete a minimum of 12 hours per semester, or for part time students, a total of at least 12 credit hours over the course of two completed consecutive semesters during the program year, that demonstrates the individual is achieving the VR program's policies for academic standards.

Leave blank if this data element does not apply to the individual.

**D. Date of Most Recent Measurable Skill Gain: Training Milestone**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 346

Multiple Values Allowed: No

- WIOA PIRL data element number 1809, Date of Most Recent Measurable Skill Gains: Training Milestone.

Record the most recent date that the individual achieved a satisfactory or better progress report toward established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.).

Leave blank if this data element does not apply to the individual.

**E. Date of Most Recent Measurable Skill Gain: Skills Progression**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 347

Multiple Values Allowed: No

- WIOA PIRL data element number 1810, Date of Most Recent Measurable Skill Gains: Skills Progression.

Record the most recent date the individual successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Leave blank if this data element does not apply to the individual.

## XVI. Employment Data Elements

### A. Employment Outcome

Report: Upon Achievement

Data Type: INT 1

Element Number: 348

Change: New

Multiple Values Allowed: No

For an individual who achieved employment, record the applicable code value that describes the employment of the individual when the employment is achieved. If classifying the individual into two different employment statuses from code values 1-6 is possible, record the code value designating the principal status.

<u>Code</u>	<u>Description</u>
-------------	--------------------

- |   |   |
|---|---|
| 1 | <p><b><u>Competitive Integrated Employment:</u></b> (34 CFR 361.5(c)(9)) Refers to work that (i) is performed on a full-time or part-time basis (including self-employment) and for which an individual is compensated at a rate that - (A) Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;</p> <p>(B) Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and</p> <p>(C) In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and</p> <p>(D) Is eligible for the level of benefits provided to other employees; and</p> <p>(ii) Is at a location--</p> <p>(A) Typically found in the community; and</p> <p>(B) Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and vendors), who are not individuals with disabilities (not including supervisory personnel or individuals who are</p> |
|---|---|

<u>Code</u>	<u>Description</u>
	providing services to such employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons; and
	(iii) Presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.
2	<u>Self-Employment (except BEP)</u> : Refers to work for profit or fees including operating one's own business, farm, shop, or office. Self-employment includes sharecroppers, but not wage earners on farms.
3	<u>Randolph-Sheppard Business Enterprise Program (BEP)</u> : Refers to entrepreneurial self-employment through the Randolph-Sheppard Vending Facilities Program in which individuals who are legally blind are operators/managers of vending facilities located on Federal, State, or private locations with management services and supervision provided by a State VR agency that serves as the State Licensing Agency for the Randolph-Sheppard program.
4	<u>State Agency-managed Business Enterprise Program (BEP)</u> : Refers to small businesses (other than the Randolph-Sheppard program) operated by individuals with significant disabilities under the management and supervision of a State VR agency. Include home industry where the work is done under the management and supervision of a State VR agency in the individual's own home or residence for wages, salary, or on a piece-rate. Individuals capable of activity outside the home, as well as homebound individuals, may engage in such employment.
5	<u>Supported Employment in Competitive Integrated Employment</u> : Refers to competitive integrated employment as defined in code 1 above with ongoing support services for individuals with significant disabilities (supported employment).
6	<u>Supported Employment on Short-term Basis</u> : Refers to a supported employment outcome while working toward competitive integrated employment on a short-term basis.
7	<u>Uncompensated Employment</u> : Refers to uncompensated employment outcomes for Homemakers and Unpaid Family Workers <b>only</b> , during the transition period. This code value can only be used when the Primary Occupation at Employment Outcome (XVI.B) code value is 599999 (Homemaker) or 799999 (Unpaid Family Worker). <i>Note</i> : A VR agency may only continue services to individuals with uncompensated employment goals (e.g., homemaker and unpaid family workers) on their approved individualized plans for employment prior to the effective date of the final regulations until June 30, 2017, unless a longer period of time is required based on the needs of the individual with the disability.

**B. Primary Occupation at Employment Outcome**

Data Type: VARCHAR 6

Element Number: 349

Change: New

Multiple Values Allowed: No

For an individual who is employed, enter the current Standard Occupational Classification (SOC) code that best describes the individual's occupation that is consistent with the employment goal on the individual's IPE. If the individual is not employed, leave blank.

For individuals with multiple jobs, this data element should be populated with the code for the occupation consistent with the employment goal on an individual's IPE and primary SOC codes from which the exiting individual derives the majority of their weekly earnings. The following procedures should be followed to determine which occupation code to use:

- a. If the earnings amounts of the multiple jobs are reported at the time of entering the occupation code, enter the occupation consistent with the employment goal specified on the IPE that encompasses the majority of the earnings per week at closure.
- b. If the earnings amounts of the various jobs are not reported at the time of entry, the occupation code should be populated with the code for the occupation consistent with the employment goal specified on the IPE that encompasses the majority of the hours worked per week at closure.
- c. If neither hours nor wages per occupation are known, then individual self-reporting of the primary occupation consistent with the employment goal specified on the IPE should be used to determine the appropriate occupation code.

For the employment situations unique to the VR program, use the special codes indicated below.

Special

<u>Codes</u>	<u>Special Code Descriptions</u>
599999	<p><u>Homemaker</u> (own home): Refers to men and women whose activity is keeping house for their families, or themselves if they live alone.  <i>Note:</i> A VR agency may only continue services to individuals with uncompensated employment goals (e.g., homemaker and unpaid family workers) on their approved individualized plans for employment prior to the effective date of the final regulations until June 30, 2017, unless a longer period of time is required based on the needs of the individual with the disability.</p>
799999	<p><u>Unpaid Family Worker</u> (own family): Use only if the type of unpaid family work cannot be classified according to any of the occupations.  <i>Note:</i> A VR agency may only continue services to individuals with uncompensated employment goals (e.g., homemaker and unpaid family workers) on their approved individualized plans for employment prior to the effective date of the final regulations until June 30, 2017, unless a longer period of time is required based on the needs of the individual with the disability.</p>

Special

Codes      Special Code Descriptions

- 899999 Randolph-Sheppard Vending Facility Clerk: Refers to persons employed as clerks, sales persons, or helpers in a vending facility operated under the Randolph-Sheppard Vending Facility Program. Use this special code even though these occupations are classifiable under SOCs. Do not include vending facility operators (999999), or individuals employed in vending facilities outside the Vending Facility Program (use their occupation code).
- 999999 Randolph-Sheppard Vending Facility Operator: Refers to individuals employed as operators or managers of vending facilities operated under the Vending Facility Program. Use this special code even though these occupations are classifiable. Do not include vending facility clerks (899999), or individuals employed as vending facility operators outside the Randolph-Sheppard Vending Facility Program (use their occupation code).

**C. Start Date of Employment in Primary Occupation**

Data Type: DATETIME (YYYYMMDD)      Change: New  
 Element Number: 350      Multiple Values Allowed: No

Record the date when the individual began the job coded in data element Primary Occupation at Employment (XVI.C).

*Note:* For individuals who were employed at the initial IPE, Employment Status (IX.C.1), this date may be prior to the Date of Application (IV.A).

**D. Hourly Wage at Employment**

Data Type: DECIMAL 5,2      Change: New  
 Element Number: 351      Multiple Values Allowed: No

Record the hourly wage including cents earned after achieving employment consistent with the employment goal on an individual's IPE. If the individual is employed in more than one job that is consistent with the employment goal on the individual's IPE, record the hourly wage for the primary source of income.

This data element captures cash earnings of the individual at the time employment was achieved as an hourly wage and includes all wages, salaries, tips, profits from self-employment and commissions received as income. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security payroll tax are taken.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of payments in-kind, such as meals and lodging. Estimate profits of farmers, if necessary.

Where wages are based on commissions that are irregular (e.g., real estate, automobile sales, etc.), they should be calculated as an hourly wage average over a representative period of time such as one month or one quarter to obtain a meaningful figure. Commissions are generally not paid when earned, but rather are paid periodically, such as weekly, biweekly, or even monthly. To bring standardization to this data element, wages should be based on the actual receipt of the payment and not on amounts accruing until the next commission payout.

If the individual was unemployed and/or generated no earnings or did not achieve an employment outcome, record 0.

**E. Hours Worked in a Week at Employment Outcome**

Data Type: INT 3

Change: New

Element Number: 352

Multiple Values Allowed: No

For an individual who achieved an employment outcome, record the number of hours worked for the Primary Occupation at Employment (XVI.E) consistent with the employment goal on the individual's IPE.

**XVII. Exit Data Elements**

**A. Date of Exit**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: Revised

Element Number: 353

Multiple Values Allowed: No

- WIOA PIRL data element number 901, Date of Program Exit.

Record the last date the individual exited from the VR or SE program consistent with the requirements in the regulations.

Leave blank if this data element does not apply to the individual.

**B. Type of Exit**

Report: At Exit

Data Type: INT 1

Change: Revised

Element Number: 354

Multiple Values Allowed: No

Record a code value from the following table to indicate when in the VR process an individual exited the program.

<u>Code</u>	<u>Description</u>
1	Individual exited during or after a trial work experience.
2	Individual exited after eligibility, but from an order of selection waiting list.
3	Individual exited after eligibility, but prior to a signed IPE.
4	Individual exited after an IPE without an employment outcome.
5	Individual exited after an IPE in noncompetitive and/or nonintegrated employment.

Code   Description

- 6 Individual exited after an IPE in competitive and integrated employment or supported employment.
- 0 Individual exited as an applicant, prior to eligibility determination or trial work.

**C. Reason for Exit**

Report: At Exit

Data Type: INT 2

Change: Revised

Element Number: 355

Multiple Values Allowed: No

- WIOA PIRL data element number 923, Other Reasons for Exit.

Record the code that identifies the reason the individual exited. Data are reported in the same quarter as the Date of Exit (XVII.A) occurs.

Code   Reason for Exit Description

- 1 Individual is No Longer Available for Services Due to Residence in an Institutional Setting Other Than a Prison or Jail: Individual entered an institution other than a prison or jail, and will be unavailable to participate in a VR program for an indefinite or considerable period of time. This category of institution includes hospitals, nursing homes, and residential treatment centers.
- 2 Health/Medical: Individual is receiving medical treatment that is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
- 3 Death of Individual
- 4 Reserve Forces Called to Active Duty: Individual is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
- 5 Foster Care: Individual is in the foster care system as defined in 45 CFR 1355.20(a), and has moved from the area as part of such a program or system (youth individuals only).
- 6 Ineligible: After the individual was determined to be eligible, is later determined not to have met eligibility criteria.
- 7 Criminal Offender: Individual entered a correctional institution (e.g., prison, jail, reformatory, work farm, detention center) or other institution designed for confinement or rehabilitation of criminal offenders (section 225 of WIOA).
- 8 No Disabling Condition: Individual is no longer eligible for VR services because no physical or mental impairment exists, such as when the reported disability is an acute condition with no residual impairment, e.g., a broken bone that heals.
- 9 No Impediment to Employment: Individual is not eligible for VR services because their physical or mental impairment does not constitute a substantial impediment to employment.

<u>Code</u>	<u>Reason for Exit Description</u>
10	<u>Does Not Require VR Service</u> : Individual no longer requires VR services to prepare for, enter into, engage in, or retain gainful employment consistent with their strengths, resources, priorities, concerns, abilities, capabilities, and informed choice.
11	<u>Disability Too Significant to Benefit from Services</u> : - Individual whose mental and/or physical disability and resulting functional limitations are so significant that the individual cannot benefit from VR services. Also use this code for eligible individuals who later acquire additional disabilities and/or functional limitations that are so significant that the individual cannot continue to benefit from VR services.
12	<u>No Long Term Source of Extended Services Available</u> : Individual who would have benefited from the provision of VR and supported employment services but was determined ineligible because a long term source of extended services is not available, AND is not anticipated to be available.
13	<u>Transferred to Another Agency</u> : Individual needs services that are more appropriately obtained elsewhere. Transfer to another agency indicates that appropriate referral information is forwarded to the other agency so that agency may provide services more effectively. Include individuals transferred to other VR agencies.
14	<u>Achieved Competitive Integrated Employment Outcome</u> : Applicable only to Type of Exit (XVII.B) code value 6 (Individual exited after an IPE in competitive and integrated employment, or supported employment).
15	<u>Extended Employment</u> : Individuals who received services and were placed in a non-integrated or sheltered setting for a public or private nonprofit agency or organization that provides compensation in accordance with the Fair Labor Standards Act (34 CFR 361.5(c)(18)).
16	<u>Extended Services Not Available</u> : Individual has received VR services but requires long term extended services for which no long term source of funding is available.
17	<u>Unable to Locate or Contact</u> : Individual has relocated or left the State without a forwarding address, or when the individual has not responded to repeated attempts to contact the individual by mail, telephone, text or e-mail.
18	<u>No Longer Interested in Receiving Services or Further Services</u> : Individuals who actively choose not to participate or continue in their VR program at this time. Also use this code to indicate when an individual's actions make it impossible to begin or continue a VR program. Examples would include repeated failures to keep appointments for assessment, counseling, or other services.
19	<u>All Other Reasons</u> : This code is used for all other reasons not included in code values 1 through 18.

**D. Employment at Exit****1. Employment Outcome at Exit**

Data Type: INT 1

Change: Revised

Element Number: 356

Multiple Values Allowed: No

For an individual who achieved an employment outcome, record the applicable code value that describes the employment outcome of the individual at exit. If classifying the individual into two different employment statuses from code values 1-6 is possible, record the code value designating the principal status. Data are reported in the same quarter as the Date of Exit (XVII.A) occurs.

Code   Description

- 1 Competitive Integrated Employment: (34 CFR 361.5(c)(9)) Refers to work that (i) is performed on a full-time or part-time basis (including self-employment) and for which an individual is compensated at a rate that –
- (A) Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;
  - (B) Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and
  - (C) In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and
  - (D) Is eligible for the level of benefits provided to other employees; and
- (ii) Is at a location--
- (A) Typically found in the community; and
  - (B) Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and vendors), who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons; and
- (iii) Presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.
- 2 Self-Employment (except BEP): Refers to work for profit or fees including operating one's own business, farm, shop, or office. Self-employment includes sharecroppers, but not wage earners on farms.

<u>Code</u>	<u>Description</u>
3	<u>Randolph-Sheppard Business Enterprise Program (BEP)</u> : Refers to entrepreneurial self-employment through the Randolph-Sheppard Vending Facilities Program in which individuals who are legally blind are operators/managers of vending facilities located on Federal, State, or private locations with management services and supervision provided by a State VR agency that serves as the State Licensing Agency for the Randolph-Sheppard program.
4	<u>State Agency-managed Business Enterprise Program (BEP)</u> : Refers to small businesses (other than the Randolph-Sheppard program) operated by individuals with significant disabilities under the management and supervision of a State VR agency. Include home industry where the work is done under the management and supervision of a State VR agency in the individual's own home or residence for wages, salary, or on a piece-rate. Individuals capable of activity outside the home, as well as homebound individuals, may engage in such employment.
5	<u>Supported Employment in Competitive Integrated Employment</u> : Refers to competitive integrated employment as defined in code 1 above with ongoing support services for individuals with significant disabilities (supported employment).
6	<u>Supported Employment on Short-term Basis</u> : Refers to supported employment outcome while working toward competitive integrated employment on a short-term basis.
7	<u>Uncompensated Employment</u> : Refers to uncompensated employment outcomes for Homemakers and Unpaid Family Workers <b>only</b> , during the transition period. This code value can only be used when the Primary Occupation at Exit (XVII.D.2) code value is 599999 (Homemaker) or 799999 (Unpaid Family Worker). <i>Note</i> : A VR agency may only continue services to individuals with uncompensated employment goals (e.g., homemaker and unpaid family workers) on their approved individualized plans for employment prior to the effective date of the final regulations until June 30, 2017, unless a longer period of time is required based on the needs of the individual with the disability.

**2. Primary Occupation at Exit**

Data Type: VARCHAR 6

Change: Revised

Element Number: 357

Multiple Values Allowed: No

For an individual who is employed, enter the current Standard Occupational Classification (SOC) code that best describes the individual's occupation that is consistent with the employment goal on the individual's IPE. If the individual is not employed, leave blank.

For individuals with multiple jobs, this data element should be populated with the code for the occupation consistent with the employment goal on an individual's IPE and primary SOC codes from which the exiting individual derives the

majority of their weekly earnings. The following procedures should be followed to determine which occupation code to use:

- a. If the earnings amounts of the multiple jobs are reported at the time of entering the occupation code, enter the occupation consistent with the employment goal specified on the IPE that encompasses the majority of the earnings per week at closure.
- b. If the earnings amounts of the various jobs are not reported at the time of entry, the occupation code should be populated with the code for the occupation consistent with the employment goal specified on the IPE that encompasses the majority of the hours worked per week at closure.
- c. If neither hours nor wages per occupation are known, then individual self-reporting of the primary occupation consistent with the employment goal specified on the IPE should be used to determine the appropriate occupation code.

For the employment situations unique to the VR program, use the special codes indicated below.

<u>Special Codes</u>	<u>Special Code Descriptions</u>
599999	<u>Homemaker</u> (own home): Refers to men and women whose activity is keeping house for their families, or themselves if they live alone. <i>Note:</i> A VR agency may only continue services to individuals with uncompensated employment goals (e.g., homemaker and unpaid family workers) on their approved individualized plans for employment prior to the effective date of the final regulations until June 30, 2017, unless a longer period of time is required based on the needs of the individual with the disability.
799999	<u>Unpaid Family Worker</u> (own family): Use only if the type of unpaid family work cannot be classified according to any of the occupations. <i>Note:</i> A VR agency may only continue services to individuals with uncompensated employment goals (e.g., homemaker and unpaid family workers) on their approved individualized plans for employment prior to the effective date of the final regulations until June 30, 2017, unless a longer period of time is required based on the needs of the individual with the disability.
899999	<u>Randolph-Sheppard Vending Facility Clerk</u> : Refers to persons employed as clerks, sales persons, or helpers in a vending facility operated under the Randolph-Sheppard Vending Facility Program. Use this special code even though these occupations are classifiable. Do not include vending facility operators (999999), or individuals employed in vending facilities outside the Vending Facility Program (use their occupation code).

Special Codes	Special Code Descriptions
999999	<u>Randolph-Sheppard Vending Facility Operator</u> : Refers to individuals employed as operators or managers of vending facilities operated under the Vending Facility Program. Use this special code even though these occupations are classifiable. Do not include vending facility clerks (899999), or individuals employed as vending facility operators outside the Randolph-Sheppard Vending Facility Program (use their occupation code).

**3. Start Date of Employment in Primary Occupation at Exit**

Data Type: DATETIME (YYYYMMDD)      Change: Revised  
 Element Number: 358                              Multiple Values Allowed: No

Record the date when the individual began the job coded in data element Primary Occupation at Exit (XVII.D.2).

*Note:* For individuals who were employed at the initial IPE, Employment Status (IX.C.1), this date may be prior to the Date of Application (IV.A).

**4. Hourly Wage at Exit**

Data Type: DECIMAL 5,2                              Change: Revised  
 Element Number: 359                              Multiple Values Allowed: No

Record the hourly wage including cents earned after achieving an employment outcome consistent with the employment goal on an individual's IPE, at the time the individual exited the program. If the individual is employed in more than one job that is consistent with the employment goal on the individual's IPE, record the hourly wage for the primary source of income.

This data element captures cash earnings of the individual at the time of exit as an hourly wage and includes all wages, salaries, tips, profits from self-employment and commissions received as income. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security payroll tax are taken.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary.

Where wages are based on commissions that are irregular (e.g., real estate, automobile sales, etc.), they should be calculated as an average hourly wage over a representative period of time such as one month or one quarter to obtain a meaningful figure. Commissions are generally not paid when earned, but rather are paid periodically, such as weekly, biweekly, or even monthly. To bring standardization to this data element, wages should be based on the actual receipt of the payment and not on amounts accruing until the next commission payout.

If the individual was unemployed and/or generated no earnings or did not achieve an employment outcome, record 0.

**5. Hours Worked in a Week at Exit**

Data Type: INT 2

Change: Revised

Element Number: 360

Multiple Values Allowed: No

For an individual who achieved an employment outcome, record the number of hours worked on the Primary Occupation at Exit (XVII.D.2) consistent with the employment goal on the individual's IPE at the date of exit. Data are reported in the same quarter as the Date of Exit (XVII.A) occurs.

**E. Support at Exit**

**Monthly Public Support Amount General Information:**

Public support means cash payments made by Federal, State and/or local governments for any reason, including an individual's disability, age, or economic status. Include payments to a family unit precipitated by the individual's disability or when the individual's presence is taken into account in the computation of the family benefit.

Record the monthly amount (to the nearest dollar) of public support currently received by the individual from each of the following sources. Also include any payments that are sent directly to an individual in an institution or to dependents on his/her behalf. Exclude any non-cash support payments such as Medicaid, Medicare, food stamps and rental subsidies

**1. Social Security Disability Insurance (SSDI) at Exit**

Data Type: INT 5

Change: None

Element Number: 361

Multiple Values Allowed: No

Record the monthly amount of SSDI received by the individual.

Record 0 if individual does not receive SSDI.

**2. Supplemental Security Income (SSI) for the Aged, Blind, or Disabled at Exit**

Data Type: INT 5

Change: None

Element Number: 362

Multiple Values Allowed: No

Record only the individual's portion of the monthly payment under the SSI for the Aged, Blind, or Disabled program.

Record 0 if individual does not receive SSI for the Aged, Blind, or Disabled.

**3. Temporary Assistance for Needy Families (TANF) at Exit**

Data Type: INT 5

Change: None

Element Number: 363

Multiple Values Allowed: No

Record individual's monthly amount of cash public assistance payments received through TANF.

Record 0 if individual does not receive TANF.

If the TANF payment is made to the family unit, use the local disbursing agency's procedure to estimate the individual's portion of the payment.

**4. General Assistance (State or local government) at Exit**

Data Type: INT 5

Change: None

Element Number: 364

Multiple Values Allowed: No

Record individual's monthly amount of General Assistance received.

Record 0 if individual does not receive General Assistance.

**5. Veterans' Disability Benefits at Exit**

Data Type: INT 5

Change: None

Element Number: 365

Multiple Values Allowed: No

Veterans' Disability Benefits are payments made by the Department of Veterans Affairs for partial or total disability.

Record individual's monthly amount of Veterans' Benefits received.

Record 0 if individual does not receive Veterans' Benefits.

**6. Workers' Compensation at Exit**

Data Type: INT 5

Change: None

Element Number: 366

Multiple Values Allowed: No

Record individual's monthly amount of Workers' Compensation received.

Record 0 if individual does not receive Workers' Compensation.

**7. Other Public Support at Exit**

Data Type: INT 5

Change: None

Element Number: 367

Multiple Values Allowed: No

Other Public Support payments are cash payments to individuals beyond those otherwise listed. Include payments made by Federal, State and local governments for retirement or survivor benefits to the individual as well as unemployment insurance benefits and other temporary payments.

Record individual's monthly amount of public support received from all other sources of public support not listed.

Record 0 if individual does not receive any other public support.

**8. Primary Source of Support at Exit**

Data Type: INT 1

Change: None

Element Number: 368

Multiple Values Allowed: No

Record a code value from the table below to indicate the individual's largest single source of economic support at the time the individual exited, even if it accounts for less than one-half of the individual's total support. Data are reported in the same quarter as the Date of Exit (XVII.A) occurs.

If an individual is supported by the earnings of a spouse, or by the spouse's unemployment insurance benefits, record code value 2 (family and friends) as the Primary Source of Support and not code value 1 (personal income).

If an individual is primarily supported by a governmental entity with no cash support – for example, incarcerated individuals – record code value 3 (public support) as the primary source of support only if the individual is the recipient of the support. If the family receives public support, record code value 2 (family and friends).

Code    Description

- 1 Primary source of support at exit is personal income (e.g., employment earnings, interest, dividends, rent, retirement including social security).
- 2 Primary source of support at exit is family and friends.
- 3 Primary source of support at exit is public support (e.g., SSI, SSDI, TANF, etc.).
- 4 Primary source of support at exit is from other sources (e.g., private disability insurance and private charities).

**F. Medical Insurance Coverage at Exit**

Record whether an individual had medical insurance coverage at the time of exit. Data are reported in the same quarter as the Date of Exit (XVII.A) occurs.

**1. Medicaid at Exit**

Data Type: INT 1  
Element Number: 369

Change: None  
Multiple Values Allowed: No

Code Description

- 1 Individual has Medicaid.
- 0 Individual does not have Medicaid.

**2. Medicare at Exit**

Data Type: INT 1  
Element Number: 370

Change: None  
Multiple Values Allowed: No

Code Description

- 1 Individual has Medicare.
- 0 Individual does not have Medicare.

**3. State or Federal Affordable Care Act Exchange at Exit**

Data Type: INT 1  
Element Number: 371

Change: None  
Multiple Values Allowed: No

State or Federal Affordable Care Act Exchange refers to individuals receiving benefits through their enrollment in an Affordable Care Act Exchange.

Code Description

- 1 Individual is receiving benefits through the State or Federal Affordable Care Act Exchange at exit.
- 0 Individual is not receiving benefits through the State or Federal Affordable Care Act Exchange at exit.

**4. Public Insurance from Other Sources at Exit**

Data Type: INT 1  
Element Number: 372

Change: Revised  
Multiple Values Allowed: No

Code Description

- 1 Individual has public insurance from sources not listed in data elements (XVII.F.1-XVII.F.3).
- 0 Individual does not have public insurance.

**5. Private Insurance Through Employer at Exit**

Data Type: INT 1  
Element Number: 373

Change: None  
Multiple Values Allowed: No

Code Description

- 1 Individual has private insurance through employer.
- 0 Individual does not have private insurance through employer.

**6. Not Yet Eligible for Private Insurance Through Employer at Exit**

Data Type: INT 1

Change: None

Element Number: 374

Multiple Values Allowed: No

Code Description

- 1 Individual is not eligible for private insurance through a current employer, but will be eligible for private insurance after a certain period of employment.
- 0 Individual does not meet the conditions described above.

**7. Private Insurance Through Other Means at Exit**

Data Type: INT 1

Change: None

Element Number: 375

Multiple Values Allowed: No

Private insurance through other means refers to individuals who are self-insured or receiving benefits through their parent/family members' insurance plan.

Code Description

- 1 Individual has private insurance through other means.
- 0 Individual does not have private insurance through other means.

**XVIII. Post-Exit Data Elements**

These data elements are used to report information for the WIOA primary indicators of performance. These data elements are required for individuals with disabilities who received VR services under an IPE and, thereby, met the definition of "participant" for purposes of WIOA.

**A. Date Enrolled in Post-Exit Education or Training Program Leading to a Recognized Postsecondary Credential**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 376

Multiple Values Allowed: No

- WIOA PIRL data element 1406, Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential.

This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per sec 116(b)(2)(A)(iii). This data element applies to the Credential Rate numerator. This element is not to be confused with the data element Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (IX.F.12), which encompasses all education and training program enrollment and captures those enrolled during program participation, not post-exit.

Record the date the individual enrolled in an education or training program that leads to a recognized postsecondary credential after program exit.

Leave blank if this data element does not apply to individual.

**B. Date of Attainment of Post-Exit Recognized Credential**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 377

Multiple Values Allowed: No

Record the post-exit date on which the individual attained a recognized credential.

Leave blank if this data element does not apply to individual.

**C. Type of Recognized Credential Attained Post-Exit**

Report: Upon Occurrence

Data Type: INT 1

Change: New

Element Number: 378

Multiple Values Allowed: No

Use the appropriate code to record the type of recognized diploma, degree, or credential consisting of an industry-recognized certificate or certification, a certification of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an Associate's, Bachelor's, or Master's Degree attained by the participant who received education or training services.

Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate measure and the Measurable Skills Gain measure.

Certificates are defined as a mastery of learning outcome that is generally awarded following a course of study. Certifications are defined as the validation of an individual competency in a specific subject as a result of going through a process that demonstrates competency, such as a test.

Record 0 if the participant received education or training services post-exit, but did not attain a recognized diploma, degree, license or certificate.

Leave blank if data element does not apply to the participant.

<u>Code</u>	<u>Description</u>
1	Postsecondary Diploma or Equivalency
2	AA or AS Diploma/Degree
3	BA or BS Diploma/Degree
4	Graduate/Post Graduate Degree/Diploma
5	Occupational Licensure
6	Occupational Certificate
7	Occupational Certification
8	Other Recognized Diploma, Degree, or Certificate

**D. First Quarter After Exit Quarter**

The employment data for the first completed quarter after exit is ONLY required when necessary to document credential measure attainment for students who attained a

secondary education credential. The collection of first quarter after exit employment and wage information is integral in the calculation a credential rate component. Specifically, the number of participants who exited that were in a secondary education program and who obtained a secondary school diploma or its equivalent during the program or within one year after exit AND who were also employed or enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit.

**1. Employment - First Quarter After Exit Quarter**

Data Type: INT 1

Change: New

Element Number: 379

Multiple Values Allowed: No

- WIOA PIRL data element number 1600, Employed in 1<sup>st</sup> Quarter After Exit Quarter.

Code   Description

- 1 Individual is in unsubsidized employment, not including Registered Apprenticeship, the military, or competitive integrated employment under VR.
- 2 Individual is in a Registered Apprenticeship.
- 3 Individual is in the military.
- 4 Individual is in competitive integrated employment (VR only).
- 9 Individual has exited but employment information is not yet available.
- 0 Individual not employed in the first quarter after exit quarter.

**2. Type of Employment Match – First Quarter After Exit Quarter**

Data Type: INT 1

Change: New

Element Number: 380

Multiple Values Allowed: No

- WIOA PIRL data element number 1601, Type of Employment Match 1<sup>st</sup> Quarter After Exit Quarter.

Use the appropriate code value to identify the method used in determining the individual's employment status in the first quarter following the exit quarter. Wage records will be the primary data source for tracking employment after the exit quarter. If the individual is found in more than one source of employment using wage records, record the data source from the employment outcome consistent with the employment goal on the individual's IPE at the time the individual exited the program. If individuals do not have employment covered by wage records, VR agencies may then use supplemental data sources.

Code   Description

- 1 Method used in determining individual's employment status was UI wage data.
- 2 Method used in determining individual's employment status was Federal employment records (e.g., OPM, USPS).
- 3 Method used in determining individual's employment status was military employment records.
- 4 Method used in determining individual's employment status was non-UI

Code   Description  
           wage verification.

- 5 Information not yet available.
- 0 Individual is not employed.

**3. Wages – First Quarter After Exit Quarter**

Data Type: Decimal 8,2

Change: New

Element Number: 381

Multiple Values Allowed: No

- WIOA PIRL data element number 1703, Wages 1<sup>st</sup> Quarter After Exit Quarter.

Record the total wages, including cents, earned, from the employment outcome consistent with the employment goal on the individual’s IPE at the time the individual exited, during the first quarter after the quarter of exit. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security payroll tax.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary.

If the individual was unemployed and/or generated no earnings, record 0.

If information is not yet available, record 999999.

Note: After 2 quarters of “Information not available” wages will be assumed to be zero.

**E. Second Quarter After Exit Quarter**

**1. Employment Related to Training – Second Quarter After Exit Quarter**

Data Type: INT 1

Change: New

Element Number: 382

Multiple Values Allowed: No

- WIOA PIRL data element number 1608, Employment Related to Training (2<sup>nd</sup> Quarter After Exit).

Training services mean the services listed in Section XII of this manual.

Code   Description

- 1 Individual received training services and obtained employment directly related to the training services received.
- 0 Individual received training services and did not obtain employment directly related to the training services received.

Leave blank if the data is not available.

**2. Employment - Second Quarter After Exit Quarter**

Data Type: INT 1

Change: New

Element Number: 383

Multiple Values Allowed: No

- WIOA PIRL data element number 1602, Employed in 2<sup>nd</sup> Quarter After Exit Quarter.

Code   Description

- 1 Individual is in unsubsidized employment, not including Registered Apprenticeship, the military, or competitive integrated employment under VR.
- 2 Individual is in a Registered Apprenticeship.
- 3 Individual is in the military.
- 4 Individual is in competitive integrated employment (VR only).
- 9 Individual has exited but employment information is not yet available.
- 0 Individual not employed.

**3. Type of Employment Match – Second Quarter After Exit Quarter**

Data Type: INT 1

Change: New

Element Number: 384

Multiple Values Allowed: No

- WIOA PIRL data element number 1603, Type of Employment Match 2<sup>nd</sup> Quarter After Exit Quarter.

Use the appropriate code value to identify the method used in determining the individual's employment status in the second quarter following the exit quarter. Wage records will be the primary data source for tracking employment after the exit quarter. If the individual is found in more than one source of employment using wage records, record the data source from the employment outcome consistent with the employment goal on the individual's IPE at the time the individual exited. If individuals do not have employment covered by wage records, VR agencies may then use supplemental data sources.

Code   Description

- 1 Method used in determining individual's employment status was UI wage data.
- 2 Method used in determining individual's employment status was Federal employment records (e.g., OPM, USPS).
- 3 Method used in determining individual's employment status was military employment records.
- 4 Method used in determining individual's employment status was non-UI wage verification.
- 5 Information not yet available.
- 0 Individual is not employed.

**4. Wages – Second Quarter After Exit Quarter**

Data Type: Decimal 8,2

Change: New

Element Number: 385

Multiple Values Allowed: No

- WIOA PIRL data element number 1704, Wages 2<sup>nd</sup> Quarter After Exit Quarter.

Record the total wages, including cents, earned, from the employment outcome consistent with the employment goal on an individual's IPE at the time the individual exited, during the second quarter after the quarter of exit. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security payroll tax.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary.

If the individual was unemployed and/or generated no earnings, record 0

If information is not yet available, record 999999

Note: After 2 quarters of "Information not available" wages will be assumed to be zero.

**F. Third Quarter After Exit Quarter**

The employment data for the third completed quarter after exit is ONLY required when necessary to document credential measure attainment for students who attained a secondary education credential. The collection of first quarter after exit employment and wage information is integral in the calculation a credential rate component. Specifically, the number of participants who exited that were in a secondary education program and who obtained a secondary school diploma or its equivalent during the program or within one year after exit AND who were also employed or enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit.

**1. Employment - Third Quarter After Exit Quarter**

Data Type: INT 1

Change: New

Element Number: 386

Multiple Values Allowed: No

- WIOA PIRL data element 1604, Employed in 3<sup>rd</sup> Quarter After Exit Quarter.

Code   Description

- 1 Individual is in unsubsidized employment, not including Registered Apprenticeship, the military, or competitive integrated employment under VR.
- 2 Individual is in a Registered Apprenticeship.
- 3 Individual is in the military.
- 4 Individual is in competitive integrated employment (VR only).
- 9 Individual has exited but employment information is not yet available.
- 0 Individual not employed.

**2. Type of Employment Match – Third Quarter After Exit Quarter**

Data Type: INT 1

Change: New

Element Number: 387

Multiple Values Allowed: No

- WIOA PIRL data element number 1605, Type of Employment Match 3<sup>rd</sup> Quarter After Exit Quarter.

Use the appropriate code value to identify the method used in determining the individual's employment status in the third quarter following the exit quarter.

Wage records will be the primary data source for tracking employment after the exit quarter. If the individual is found in more than one source of employment using wage records, record the data source from the employment outcome consistent with the employment goal on the individual's IPE at the time the individual exited. If individuals do not have employment covered by wage records, VR agencies may then use supplemental data sources.

Code   Description

- 1 Method used in determining individual's employment status was UI wage data.
- 2 Method used in determining individual's employment status was Federal employment records (e.g., OPM, USPS).
- 3 Method used in determining individual's employment status was military employment records.
- 4 Method used in determining individual's employment status was non-UI wage verification.
- 5 Information not yet available.
- 0 Individual is not employed.

**3. Wages – Third Quarter After Exit Quarter**

Data Type: Decimal 8,2

Change: New

Element Number: 388

Multiple Values Allowed: No

- WIOA PIRL data element number 1705, Wages 3<sup>rd</sup> Quarter After Exit Quarter.

Record the total wages, including cents earned, from the employment outcome consistent with the employment goal on an individual’s IPE at the time the individual exited, during the third quarter after the quarter of exit. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security payroll tax.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary.

If the individual was unemployed and/or generated no earnings, record 0.

If information is not yet available, record 999999

Note: After 2 quarters of “Information not available” wages will be assumed to be zero.

**G. Fourth Quarter After Exit Quarter**

**1. Employment - Fourth Quarter After Exit Quarter**

Data Type: INT 1

Change: New

Element Number: 389

Multiple Values Allowed: No

- WIOA PIRL data element number 1606, Type of Employment Match 4<sup>th</sup> Quarter After Exit Quarter.

Code    Description

- 1 Individual is in unsubsidized employment, not including Registered Apprenticeship, the military, or competitive integrated employment under VR.
- 2 Individual is in a Registered Apprenticeship.
- 3 Individual is in the military.
- 4 Individual is in competitive integrated employment (VR only).
- 9 Individual has exited but employment information is not yet available.
- 0 Individual not employed.

**2. Type of Employment Match – Fourth Quarter After Exit Quarter**

Data Type: INT 1

Change: New

Element Number: 390

Multiple Values Allowed: No

- WIOA PIRL data element number 1607, Type of Employment Match 4<sup>th</sup> Quarter After Exit Quarter.

Use the appropriate code value to identify the method used in determining the individual's employment status in the fourth quarter following the exit quarter. Wage records will be the primary data source for tracking employment after the exit quarter. If the individual is found in more than one source of employment using wage records, record the data source from the employment outcome consistent with the employment goal on an individual's IPE at the time the individual exited. If individuals do not have employment covered by wage records, VR agencies may then use supplemental data sources.

Code   Description

- 1 Method used in determining individual's employment status was UI wage data.
- 2 Method used in determining individual's employment status was Federal employment records (e.g., OPM, USPS).
- 3 Method used in determining individual's employment status was military employment records.
- 4 Method used in determining individual's employment status was non-UI wage verification.
- 5 Information not yet available.
- 0 Individual is not employed.

**3. Wages – Fourth Quarter After Exit Quarter**

Data Type: Decimal 8,2

Change: New

Element Number: 391

Multiple Values Allowed: No

- WIOA PIRL data element number 1706, Wages 4<sup>th</sup> Quarter After Exit Quarter.

Record the total wages, including cents, earned, from the employment outcome consistent with the employment goal on an individual's IPE at the time the individual exited, during the fourth quarter after the quarter of exit. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security payroll tax.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary.

If the individual was unemployed and/or generated no earnings, record 0.

If information is not yet available, record 999999.

Note: After 2 quarters of "Information not available" wages will be assumed to be zero.

**4. Retention with the Same Employer in the Second Quarter and the Fourth Quarter – Fourth Quarter After Exit Quarter**

Data Type: INT 1

Change: New

Element Number: 392

Multiple Values Allowed: No

- WIOA PIRL data element number 1618, Retention with the same employer in the 2<sup>nd</sup> Quarter and the 4<sup>th</sup> Quarter.

Code   Description

- |   |  |
|---|--|
| 1 | Individual's employer in the second quarter after exit matches the employer in the fourth quarter after exit.  |
| 0 | Individual is not employed in the second or fourth quarters after exit, or the employer in the second quarter after exit does not match the employer in the fourth quarter after exit. |

**XIX. Index of Data Elements**

---

**A**

Adult .....	32
Adult Education .....	33
Agency Code.....	7
American Indian or Alaska Native .....	12
Asian .....	12
Assessment.....	73
Attained Secondary School Diploma.....	45

---

**B**

Basic Academic Remedial or Literacy Training .....	67
Basic Skills Deficient/Low Levels of Literacy .....	39
Benefits Counseling .....	82
Black or African American.....	13

---

**C**

Completed Some Postsecondary Education, No Degree or Certificate .....	47
Counseling on Enrollment Opportunities .....	54
County FIPS Code.....	17
Cultural Barriers.....	40
Customized Employment Services.....	83
Customized Training .....	72

---

**D**

Date Attained Associate’s Degree .....	47
Date Attained Bachelor’s Degree .....	47
Date Attained Graduate Degree (e.g., Ph.D., Ed.D., J.D., M.D.).....	47
Date Attained Master’s Degree.....	47
Date Attained Other Recognized Diploma, Degree, or Certificate.....	49
Date Attained Secondary School Equivalency (GED) .....	45
Date Attained Vocational/Technical Certificate .....	48
Date Attained Vocational/Technical License .....	48

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized **Postsecondary Credential or Employment** ..... 46

Date Enrolled in Post-Exit Education or Training Program **Leading to a Recognized Postsecondary Credential**..... 113

Date of Application ..... 10

Date of Attainment of Post-Exit Recognized Credential..... 114

Date of Birth ..... 11

Date of Eligibility Determination ..... 23

Date of Exit ..... 102

Date of Exit from OOS Waiting List..... 24

Date of Most Recent Career Service..... 57

Date of Most Recent Measurable Skill Gain: Educational Functioning Level (EFL) ..... 96

Date of Most Recent Measurable Skill Gain: Postsecondary Transcript/Report Card..... 97

Date of Most Recent Measurable Skill Gain: Secondary ..... 96

Date of Most Recent Measurable Skill Gain: Skills Progression ..... 97

Date of Most Recent Measurable Skill Gain: Training **Milestone**..... 97

Date of Most Recent or Amended IPE ..... 28

Date of Placement on OOS Waiting List ..... 24

Date Received Special Education Certificate of Completion..... 44

Date Report Submitted..... 7

Diagnosis and Treatment of Impairments ..... 74

Disability Related Skills Training ..... 69

Dislocated Worker ..... 33

Displaced Homemaker Status..... 41

---

**E**

Eligibility Determination Extension ..... 23

Employment Outcome..... 98

Employment Outcome at Exit..... 105

Employment Related to Training – Second Quarter After Exit Quarter ..... 116

Employment Status - First Quarter After Exit Quarter ..... 115

Employment Status - Fourth Quarter After Exit Quarter ..... 120

Employment Status - Second Quarter After Exit Quarter ..... 117

Employment Status - Third Quarter After Exit Quarter ..... 119

Employment Status at IPE..... 29

End Date of Trial Work Experience..... 28

English Language Learner ..... 39

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

Enrolled in a Career or Technical Training Program, Leading to a Recognized <b>Postsecondary Credential</b> .....	48
Enrolled in a Career or Technical Training Program, Not Leading to a Recognized <b>Postsecondary Credential</b> .....	48
Enrolled in a State Adult Secondary School at the High Adult Secondary Education (ASE) Level.....	44
Enrolled in Postsecondary Education.....	46
Enrolled in Secondary Education .....	44
Ethnicity - Hispanic or Latino .....	14
Exhausting TANF Within Two Years.....	36
Ex-Offender.....	38
<b>Extended Services</b> .....	85

---

**F**

Foster Care Youth.....	37
Four-Year College or University Training.....	61

---

**G**

General Assistance (State or local government) at Application.....	20
General Assistance (State or local government) at Exit .....	110
Graduate College or University .....	60

---

**H**

Highest Educational Level Completed .....	43
Highest Elementary or Secondary School Grade Completed.....	43
Homeless Individual, Homeless Children and Youths, or Runaway Youth .....	37
Hourly Wage at Employment .....	101
Hourly Wage at Exit .....	108
Hourly Wage at IPE .....	31
Hours Worked in a Week at Employment Outcome .....	102
Hours Worked in a Week at Exit .....	109
Hours Worked in a Week at IPE .....	32

---

**I**

Individual with a Disability.....	24
Information and Referral Services .....	81
Instruction in Self Advocacy .....	56
Interpreter Services .....	94

---

**J**

Job Corps .....	34
Job Exploration Counseling.....	53
Job Placement Assistance.....	78
Job Readiness Training .....	68
Job Search Assistance .....	77
Junior or Community College Training .....	62

---

**L**

Living Arrangement.....	15
Long-Term Unemployed .....	36
Low Income.....	38

---

**M**

Maintenance.....	87
Medicaid at Application.....	22
Medicaid at Exit .....	112
Medicare at Application.....	22
Medicare at Exit.....	112
Migrant and Seasonal Farmworker Status .....	41
Miscellaneous Training .....	70

---

**N**

Native Hawaiian or Other Pacific Islander .....	13
Not Yet Eligible for Private Insurance Through Employer at Application.....	23
Not Yet Eligible for Private Insurance Through Employer at Exit .....	113

---

**O**

Occupational or Vocational Training .....	63
On The Job Training .....	65
Other Public Support at Exit .....	21, 111
Other Services.....	95

---

**P**

Personal Assistance Services .....	91
------------------------------------	----

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

Primary Disability.....	24
Primary Occupation at Employment Outcome.....	99
Primary Occupation at Exit .....	106
Primary Occupation at IPE .....	31
Primary Source of Support at Application .....	21
Primary Source of Support at Exit.....	111
Private Insurance Through Employer at Application .....	22
Private Insurance Through Employer at Exit.....	112
Private Insurance Through Other Means at Application.....	23
Private Insurance Through Other Means at Exit.....	113
Program Year .....	7
Program Year Quarter .....	7
Public Insurance from Other Sources at Application .....	22
Public Insurance from Other Sources at Exit .....	112

---

**R**

Randolph-Sheppard Entrepreneurial Training.....	71
Reader Services .....	93
Reason for Exit.....	103
Registered Apprenticeship Training .....	66
Rehabilitation Technology .....	89
Retention with the Same Employer in the Second Quarter and the Fourth Quarter – Fourth Quarter After Exit Quarter.....	122

---

**S**

School Status .....	42
Secondary Disability .....	26
Sex .....	11
Short Term Job Supports .....	79
Significance of Disability .....	27
Single Parent Status .....	40
<b>Social Security Disability Insurance (SSDI) at Application.....</b>	<b>19</b>
<b>Social Security Disability Insurance (SSDI) at Exit .....</b>	<b>109</b>
Social Security Number.....	10
Source of Referral.....	18
Start Date of Employment in Primary Occupation .....	101

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

Start Date of Employment in Primary Occupation at Exit.....	108
Start Date of Initial VR Service.....	57
Start Date of Pre-Employment Transition Services .....	49
Start Date of Trial Work Experience .....	28
State Definition for Age of Students with Disabilities.....	42
State or Federal Affordable Care Act Exchange at Application .....	22
State or Federal Affordable Care Act Exchange at Exit .....	112
State Postal Code of Residence.....	15
Student with a Disability.....	19
Supplemental Security Income (SSI) for the Aged, Blind, or Disabled at Application.....	20
Supplemental Security Income (SSI) for the Aged, Blind, or Disabled at Exit .....	110
Supported Employment Goal on Current IPE.....	29
<b>Supported Employment Services .....</b>	<b>80</b>

---

**T**

Technical Assistance Services Including Self-Employment.....	92
Temporary Assistance for Needy Families (TANF) at Application .....	20
Temporary Assistance for Needy Families (TANF) at Exit.....	110
Transportation.....	86
Type of Employment Match – First Quarter After Exit Quarter .....	115
Type of Employment Match – Fourth Quarter After Exit Quarter .....	120
Type of Employment Match – Second Quarter After Exit Quarter .....	117
Type of Employment Match – Third Quarter After Exit Quarter .....	119
Type of Exit.....	102
Type of Recognized Credential Attained Post-Exit .....	114

---

**U**

Unemployment Insurance at Application .....	21
Unique Identifier.....	9

---

**V**

Veteran .....	15
Veterans' Disability Benefits at Application .....	20
Veterans' Disability Benefits at Exit .....	110
Vocational Rehabilitation.....	35

REPORTING MANUAL FOR THE CASE SERVICE REPORT (RSA-911)

Vocational Rehabilitation Counseling and Guidance.....76

---

**W**

Wages – First Quarter After Exit Quarter.....116  
Wages – Fourth Quarter After Exit Quarter.....121  
Wages – Second Quarter After Exit Quarter.....118  
Wages – Third Quarter After Exit Quarter .....120  
Wagner-Peyser Employment Service.....35  
White .....13  
Work Based Learning Experiences.....53  
Workers' Compensation at Application .....20  
Workers' Compensation at Exit.....110  
Workplace Readiness Training.....55

---

**Y**

Youth.....35  
YouthBuild.....36

---

**Z**

Zip Code .....17

## **Errata and Clarifications as of Nov 28, 2016**

The changes in this document represent technical or clarifying changes made to the RSA-911 issued on September 27, 2016 with Policy Directive 16-04.

- Element 393, Other Public Support at Application.
  - Data Type was changed to INT. Choices are limited to:
    - 1- individual receives this support
    - 0- individual does not receive this support
  - This is now consistent with elements 23-29, Support at Application.
- Element 81, Attained Secondary School Diploma
  - Element was renamed Date Attained Secondary School Diploma
  - Element is a DATETIME(YYYYMMDD) field
- Element 352, Hours Worked in a Week at Employment Outcome
  - Data type should be INT 2, not INT 3

Please note that element 393 appears out of numerical order in PD-16-04. The final data set transmitted to RSA should be in numerical order.