

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: June 14, 2017

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

SUBJECT: Revision of Policy Directive (PD) 16-04 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 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 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 becomes effective upon the issuance of this PD.

VR agencies will begin submitting RSA-911 data consistent with this PD for Program Year (PY) 2017 beginning on July 1, 2017. VR agencies will submit RSA-911 data in accordance with RSA PD-14-01, dated October 25, 2013 for the first three quarters of FFY 2017 (October 1, 2016 – June 30, 2017). By July 1, 2017, VR agencies 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) internal control processes to ensure the accuracy and validity of the data have been implemented.

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

RSA uses the data collected through the RSA-911 to describe the performance of the VR and Supported Employment programs in the Annual Report to the Congress and the President as required by sections 13 and 101(a)(10) of the Rehabilitation Act of 1973, as amended (the 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 Act, which must be consistent with the common performance accountability measures established under section 116 of title I of WIOA for the core programs of the workforce development system.

In addition, RSA uses data reported through this data collection to support its other responsibilities under the Act. Section 14(a) of the 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 utilized 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, 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 Act. Finally, the RSA-911 data is 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>. 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. Data submissions that are submitted by the due date and returned for correction will not be considered timely submissions.

Data Elements

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

Edit Checks

RSA maintains and provides a comprehensive edit check table to agencies via the secure share folders. The table details, 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 is analyzed to determine whether the data is consistent with the edit checks. Data submissions that fail to pass the edit check are 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 is 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 several technical and clarifying changes to the RSA-911 as a result of questions and comments received from VR agencies that identified needed modifications to the RSA-911 instructions. These changes are identified in Attachment A to this PD.

For any questions regarding the RSA-911, please contact Melinda Giancola by phone at 202-245-7312 or by email at [melinda.giancola@ed.gov](mailto:melinda.giancola@ed.gov).

CITATIONS

IN LAW:

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

CITATIONS IN

REGULATIONS:

34 CFR 361.47 and 34 CFR 361.56

EFFECTIVE  
DATE: Effective immediately upon issuance.

EXPIRATION  
DATE: August 31, 2019

INQUIRIES  
TO: RSA state liaisons

/s/ \_\_\_\_\_  
Edward Anthony, Ph.D.  
Acting Commissioner

Attachments

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