

EVALUATION OF PROGRAMS

Reminders for Ensuring FY 2009 704 Report Compliance and Data Integrity

The following guidance is based on RSA's analysis of common errors and omissions in the FY 2008 704 Report submissions. For additional instructions for completing the 704 Report, please refer to the [704 Part I and II Instructions](http://ncrtm.org/course/view.php?id=116) (<http://ncrtm.org/course/view.php?id=116>) and the PowerPoint slides and accessible slide content from RSA's 704 Report Part training provided through the National Clearinghouse of Rehabilitation Training Materials (NCRTM) in FY 2008

Subpart III, Section A – Individual Services:

- Indicate the number of consumers requesting and receiving each type of service, not the number of times the service was requested or provided. (For any single service type, the numbers in “Consumers Requesting Services” and “Consumers Receiving Services” should not exceed the total number of CSRs reported in subpart II, Section A3).
- The numbers in “Consumers Requesting Services” must be equal to or greater than the corresponding numbers in “Consumers Receiving Services.” (Consumers Requesting Services must reflect all IL services sought in FY 2009, including those originally requested during a prior fiscal year.)
- Each IL service must be counted once and under a single service type.

Subpart III, Section B, Item 1– Goals Related to Increased Independence in a Significant Life Area:

- The numbers in “Goals Set” must be equal to or greater than the sum of “Goals Achieved” and “In Progress.” (Goals Set must include all goals pursued in FY 2009, including those set during a prior fiscal year.)
- Each consumer goal may be counted only once and under a single Significant Life Area.

Subpart III, Section B, Item 2 – Improved Access to Transportation, Health Care Services and Assistive Technology:

- The numbers in “Consumers Requiring Access” must be equal to or greater than the sum of “Consumers Achieving Access” and “Consumers Whose Access is in Progress.” (Consumers Requiring Access must include all access sought in FY 2009, including those in progress during a prior fiscal year.)

Subpart IV, Section A (Part I 704 Report) and Section D (Part II 704 Report) – Community Activities:

- For each activity reported in the “Community Activities” table, use the “Activity Type” and “Issue Area” categories provided in the 704 Report instructions. (Indicate “Other” if an activity does not fit one of the established categories.)
- Only one Activity Type and one Issue Area may be selected for each activity reported in the table.
- The table must include at least one activity in each of the five Activity Types provided in the 704 Report instructions.