

Attachment A

Key Guidance for Ensuring FY 2012 704 Report, Part I Compliance and Data Integrity

The following guidance is based on recent questions and RSA's analysis of common errors and omissions in the FY 2011 704 Report Part I submissions:

Subpart I Administrative Data

- Sections A through F should be consistent with (not necessarily identical to) the Financial Plan in Section 1.3 of the current State Plan for Independent Living (SPIL), wherever possible. Any significant divergence from the approved SPIL must be explained in the 704 Report, Subpart VI, Section A, Item 2 (SPIL Information Updates).
- Sections C through E should be blank if the DSU(s) expended all IL Part B funds directly (i.e., not through grants or contracts), consistent with the approved SPIL.

Section A - Sources and Amounts of Funds and Resources

- Indicate the funding amounts that were received or became available to the DSU(s) for FY 2012 (October 1, 2011 and September 30, 2012), not necessarily the amounts actually expended during that period.
- Item 1, Row A (Title VII, Ch. 1, Part B) must reflect the funding amount in the FY 2012 IL Part B grant award notification issued by RSA in October 2011 and/or any Part B funds carried over from the prior year.
- Title VII, Chapter 2 funds should be included in Row C only if Older Blind funds were allocated specifically to further a SPIL objective, as per the approved SPIL.
- Social Security reimbursement funds, if any, should be included in Item 1, Row D (Other Federal Funds).
- Item 2, Row E (State Government Funds) must include IL Part B state matching funds.

Section B - Distribution of Title VII, Chapter 1, Part B Funds

- Provide the IL Part B amounts expended – directly and/or through grants/contracts – for each activity category.

Section C - Grants or Contracts Used to Distribute Title VII, Chapter 1, Part B Funds

- Include all recipients of IL Part B funds, including the SILC, during the reporting year.
- The aggregate total in Section C in must match the aggregate total in Section B.
- Specify the corresponding non-Part B funding amounts, including state matching, as appropriate.

Section D - Grants or Contracts for Purposes Other than Providing IL Services or For the General Operation of Centers

- Include Part B grants or contracts for the SILC resource plan and other SPIL activities, if any. (See SPIL, section 1.3.)

Section E - Monitoring Title VII, Chapter 1, Part B Funds

- Describe the DSU's monitoring of IL Part B grants and contracts for IL services, CIL general operations, SILC resource plan and/or other SPIL activities.

Section F - Administrative Support Services and Staffing

- Describe the administrative support services, including staffing, provided by the DSU to the Part B Program. (See SPIL Section 4.1.)

Subpart II Number and Types of Individuals with Significant Disabilities Receiving Services

- Include consumers served through the DSU(s) either directly or through grants/contracts of Part B, state match or other funds to service providers other than CILs receiving any Part C funds directly from RSA.
- Subpart II should be blank if Part B or other DSU-administered funds were not used to provide IL services to consumers. (Any divergence from the approved SPIL must be explained in the 704 Report, Subpart VI, Section A, Item 2 - SPIL Information Updates).
- Consumers can be counted only once in Sections D through G. The total in each section cannot exceed the total number of consumers served in Subpart II, Section A, Row 3.

Note: Consumer information in this section must be supported by verifiable consumer service record (CSR) documentation, subject to RSA review.

Subpart III Individual Services and Achievements Funded through Title VII, Chapter I, Part B Funds

- Include IL services and goals supported through the DSU(s) either directly or through grants/contracts of Part B, state match or other funds to service providers other than CILs receiving any Part C funds directly from RSA.
- Subpart II should be blank if Part B or other DSU-administered funds were not used for IL services or CIL general operations. (Any divergence from the approved SPIL must be explained in the 704 Report, Subpart VI, Section A, Item 2 - SPIL Information Updates).

Section A - Individual Services and Achievements

- Each IL service must be counted only once and under a single service type.
- 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).
- For each service category – except Information and Referral – "Consumers Requesting Services" must be equal to or greater than the corresponding number in "Consumers

Receiving Services.” (Consumers Requesting Services must reflect all IL services sought in FY 2012, including those originally requested during a prior fiscal year.)

- Under Information and Referral, provide an unduplicated count of individuals requesting/receiving this service.

Section B Increased Independence And Community Integration

Item 1 - Goals Related to Increased Independence in a Significant Life Area

- Each consumer goal may be counted only once and under a single 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 2012, including those set during a prior fiscal year.

Section B - Item 2, Access to Transportation, Health Care, 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 2012, including those in progress during a prior fiscal year.

Note: Individual services and achievements information in this section must be supported by verifiable CSR documentation, subject to RSA review.

Subpart IV Community Activities and Coordination

Section A - Table

- Provide the required information for community activities involving the DSU, SILC and CILs excluding those receiving IL Part C funds directly from RSA.
- Each activity can be listed only once, under one “Activity Type” and one “Issue Area” Category described in the 704 Report instructions. (Indicate “Other” if an activity does not fit any of the established categories.)

Subpart V Statewide Independent Living Council

Section A - Composition and Appointment

Item 1 - Current SILC Composition

- Provide SILC membership information current as of September 30, 2012.
- Complete all of the required columns.
- In the “Appointment Category” column, please specify whether or not the members are individuals with disabilities.
- Under “Term Start Date” indicate the start dates of the original term.
- You may include current vacancies, along with the corresponding other information for each vacant position (e.g., whether it is being reserved for voting member, individual with a disability not employed by CIL or state agency, etc.)

Item 2 - SILC Composition Requirements

- Count only the SILC members with unexpired terms as of September 30, 2012.
- If the SILC was not in compliance with the SILC appointments and composition requirements as of September 30, 2012, describe the corresponding circumstances and corrective steps in Subpart VI, Section C (Substantial Challenges).