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

POLICY DIRECTIVE
RSA-PD-09-01
DATE: December 9, 2008

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES
CLIENT ASSISTANCE PROGRAMS

SUBJECT: This is to inform you that the Office of Management and Budget (OMB) has approved the use of the Case Service Report (RSA-911) through October 31, 2011. The OMB control number for this collection is 1820-0508.

POLICY
STATEMENT: The data elements and record layout have not been changed from those transmitted with PD-07-01 (October 5, 2006).

State vocational rehabilitation (VR) agencies should examine their data for accuracy with the RSA_ERA Program before submitting their file to us. The most current version of the RSA_ERA can be downloaded from the following URL: http://www.scvrd.net/g_eralink.html. All information must be provided in the format outlined in the edit specifications.

The due date for submitting RSA-911 data is November 30, following the end of a fiscal year. All information must be provided in the format outlined in the edit specifications.

For questions regarding the coding on the RSA-911 or the use of the edit program, please contact Joan Ward by phone at 202-245-7565 or by email at joan.ward@ed.gov.

CITATIONS
IN LAW: Sections 12(a), 13, 14(a), 101(a)(10), 131, and 626 of the Rehabilitation Act of 1973, as amended.

CITATIONS IN
REGULATIONS: 34 CFR 361.38, 361.40, and 361.56.

EFFECTIVE
DATE: Immediately upon issuance.

EXPIRATION
DATE: October 31, 2011

INQUIRIES
TO: RSA Central Office (202-245-7488)

Edward Anthony, Ph.D.
Delegated the authority to
Perform the functions of
Commissioner for Rehabilitation
Services Administration

Attachments

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

Reporting Manual for the

CASE SERVICE REPORT

(RSA-911)

STATE-FEDERAL PROGRAM FOR VOCATIONAL REHABILITATION

Reporting Manual for the Case Service Report (RSA-911)

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Reporting Manual for the Case Service Report (RSA-911)

Table of Contents

General Instructions

This section provides detailed edit and relational edit specifications for reporting RSA-911 data in a 213-character record image layout. Records longer than 213 characters will not be evaluated.

Reported records pertain to all individuals whose case records were closed in a given fiscal year. The due date for RSA-911 submittals is November 30 following the Federal fiscal year of reference (October 1 to September 30).

All records submitted **MUST BE UNIQUE**. The Agency Code, Social Security Number, and Closure Order Code determine the "uniqueness" of a given record.

Duplicate records will be rejected. For example, records with codes in positions 1 through 13 that are identical to the codes in another record will be considered duplicates and will be rejected. In order to indicate that a second closure for an individual has taken place in the same Federal fiscal year, use Code 2 in position 13 (Closure Order Code). Use Code 3 for a third closure and Code 4 for a fourth closure.

Records **MUST** include Type of Closure within the valid range of 1 through 7. Counts of each code 1 through 7 must equal counts derived from the 4th Quarter of the Quarterly Cumulative Caseload Report (Form RSA-113). Agencies will be required to resubmit data if there are discrepancies in closure counts between these two systems.

All dates in the RSA-911 System must be in the format of YYYYMMDD, where YYYY is Year, MM is Month and DD is Day.

Unless otherwise noted, all fields will be numeric or *'s with no embedded blanks or other special characters.

Actual values must be right justified and zero-filled when reporting amounts for data elements such as Weekly Earnings at Application and Closure, Cost of Case Services, and Monthly Amount of Public Support at Application and Closure. Code values, too, should be right justified and zero-filled. For example, if the Employment Status at Application, is extended employment (Code 02) record 02 and not (blank)2.

Instructions for Preparation of Floppy Diskette, CD-ROM or Electronic Transmittal

1. The CD-ROM should be in a flat file in the ASCII code set.

2. Data may be recorded on Compact Disks.

3. Each record must be <u>213 characters</u> in length.

4. The CD-ROM should have an external label identifying the contents as "RSA-911 Data for BAgXFYNN." where:

    ❑ BA is the official postal abbreviation for your state/territory
    ❑ g is the type of agency – g=general, c=combined and b=blind
    ❑ X is the number of the submission – 1=first, 2=second, etc., and,
    ❑ NN is the last two digits of the reported fiscal year.

5. Use the following convention to name the file containing your RSA-911 data "BAgXFYNN" using the same designators as described above.

6. If you would like to transmit your data electronically, send it zipped and password protected. If you need additional information, contact Joan Ward on 202-245-7565 or Vernita Washington on 202-245-7479 for specific instructions.

7. RSA-911 data on CDs can be sent using private carriers such as FEDEX, UPS or another private carrier to the following address:

    U.S. Department of Education
    State Monitoring and Program Improvement Division
    Data Collection and Analysis Unit
    ATTN: Vernita Washington
    550 12th Street, SW, PCP 5047
    Washington, DC 20202-2800

8.   To send RSA-911 data via the US Postal Service, please send it to:

        U.S. Department of Education
        State Monitoring and Program Improvement Division
        Data Collection and Analysis Unit
        ATTN: Vernita Washington, PCP 5047
        LBJ Basement Level 1
        400 Maryland Avenue, SW
        Washington, DC 20202-2800

Element-by-Element Instructions:

CASE SERVICE REPORT

(RSA-911)

Element-by-Element Instructions

1.   Agency Code
      Record Positions: 1-3

Enter the three-digit code assigned to each State vocational rehabilitation (VR) agency from the following list. Please note that codes have been preassigned to nonexistent agencies for individuals who are blind in the event that they are established in the future.

State or territory	Agency Code General/ Combined	Blind	State or territory	Agency Code General/ Combined	Blind
Alabama	001	057	Montana	029	085
Alaska	002	058	Nebraska	030	086
American Samoa	003	059	Nevada	031	087
Arizona	004	060	New Hampshire	032	088
Arkansas	005	061	New Jersey	033	089
California	006	062	New Mexico	034	090
Colorado	007	063	New York	035	091
Connecticut	008	064	North Carolina	036	092
Delaware	009	065	North Dakota	037	093
Dist. of Columbia	010	066	Northern Marianas	038	094
Florida	011	067	Ohio	039	095
Georgia	012	068	Oklahoma	040	096
Guam	013	069	Oregon	041	097
Hawaii	014	070	Pennsylvania	042	098
Idaho	015	071	Puerto Rico	043	099
Illinois	016	072	Rhode Island	044	100
Indiana	017	073	South Carolina	045	101
Iowa	018	074	South Dakota	046	102
Kansas	019	075	Tennessee	047	103
Kentucky	020	076	Texas	048	104
Louisiana	021	077	Utah	049	105
Maine	022	078	Vermont	050	106
Maryland	023	079	Virginia	051	107
Massachusetts 024	080		Virgin Islands	052	108
Michigan	025	081	Washington	053	109
Minnesota	026	082	West Virginia	054	110
Mississippi	027	083	Wisconsin	055	111
Missouri	028	084	Wyoming	056	112

2.   Social Security Number
         Record Positions: 4-12

Enter the individual's nine-digit Social Security number (SSN). When a SSN is not available or if the individual prefers not to provide his/her SSN, assign a unique nine-digit number that does not duplicate a genuine SSN. Starting the nine-digit number with the digits "99" in RP 4 and 5 will avoid duplicating a genuine SSN. Asterisks are not permitted in the SSN field.

3.   Closure Order
         Record Position: 13

Assign the appropriate closure order code for all service records from the list below:

      1   First closure of an individual's service record in the FY
      2   Second closure of the same individual's service record in the same FY
      3   Third closure of the same individual's service record in the same FY, and so on.

If an individual's service record is closed more than once in the FY, the RSA-911 data system must contain a separate record for each closure. Ensure that when a record indicates a closure order code 2, there is another record with a closure order code 1 with an identical SSN for that individual, and so on for all multiple closures in the same FY.

4.   Previous Closure
         Record Position: 14

Enter the appropriate code listed below to indicate whether the individual had a previous service record closed by the State VR agency within a 36-month period prior to the most recent application for services. If more than one record was closed for the individual within that 36-month period, consider the most recent previous closure. Indicate the type of the previous closure using one of the following codes:

      0   No previous closure within 36 months
      1   Closed while the individual was an applicant, but before a determination of eligibility
      2   Closed while the individual was an applicant, but during or after a trial work experience/extended evaluation
      3   Closed after the individual achieved an employment outcome
      4   Closed after individual received services, without an employment outcome
      5   Closed after an individualized plan for employment (IPE) was signed, but before receiving services
      6   Closed from an order of selection wait list
      7   Closed after a determination of eligibility, but before an IPE was signed

5.	Date of Application

Indicate the date (year, month, and day) that the individual applied for VR services. An individual is considered to have submitted an application when the individual has completed and signed an agency application form or has otherwise requested services; has provided information necessary to initiate an assessment to determine eligibility and priority for services; and is available to complete the assessment process.

Enter the year, month, and day, using the eight-digit protocol described below:

5(a) Year of Application
Record Positions: 15-18

Record the year using all four digits of the year.
Example: 1997, 1998, 2000, 2001, etc.

5(b) Month of Application
Record Positions: 19-20

Record the months as follows:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

5(c) Day of Application
Record Positions: 21-22

Enter 01, 02, etc., using a "0" prefix for single digit days.

6.   Date of Birth

Record date (year, month, and day) of birth using the eight-digit protocol:

>   6(a) Year of Birth
>   Record Positions: 23-26
>
>   6(b) Month of Birth
>   Record Positions: 27-28
>
>   6(c) Day of Birth
>   Record Positions: 29-30

Use Code ******** if this information is not available for Closure Code 1.

7.   Gender
          Record Position: 31

Code as follows:

>   1   Male
>   2   Female
>   *   Information is not available for Closure Code 1

8.   Race and Ethnicity

Race and ethnicity information should be recorded for all individuals whose service records were closed in the FY. Use Code 0 if the individual is not of that race/ethnicity and Code 1 if the person is of that race/ethnicity.

RSA continues to require self-identification to the greatest extent possible. It is generally expected that the information recorded will reflect the individual's own identification of race and ethnicity from the categories provided. However, if a customer truly refuses to identify his/her race or Hispanic ethnicity status, the counselor should, at a minimum, notify respondents that if they fail to self-identify that observer-identification method would be used. The counselor or interviewer would then provide the best assessment of the customer's race and Hispanic ethnicity. This guidance follows OMB standards for collecting race/ethnicity data. OMB prefers self-identification methods, but allows for observer-identification methods when necessary.

Both race and ethnicity should be reported. The ethnic category Hispanic or Latino (RP 37) should have a code of 0 or 1 and at least one of the race categories (RP 32 through 36) must be coded as 1 (is this race). Remaining categories should have codes of

0 (not this race). Since a person can have more than one race, more than one race variable can contain a code of 1 for an individual.

NOTE: It is known that some Hispanic people treat Hispanic ethnicity like a race. Since they cannot relate to race categories, they may refuse or be unable to respond to the race question. In such a case code the person as Hispanic and follow the same procedure for race as the one for individuals who refuse to identify both race and Hispanic ethnicity: notify respondents that if they fail to self-identify then observer-identification methods will be used. The interviewer or counselor should make the best possible judgment and enter a 1 in the race field that best reflects that judgment and enter a 0 in the other race variables. Hispanics may belong to any race group.

Use Code * only if the information is not available due to circumstances beyond the agency's control for closure type 1. Such cases will be few in number. For example, if the customer is never seen, such as an applicant who mails a letter and is then closed without any further contact, one probably would use a code of * because race and ethnicity is not known. This is the type of case for which the asterisk (*) is intended.   No blanks are permitted in any category. **Remember: race and ethnicity is one of the 9 essential variables in which data is required for all closure types 1 through 7.**

White
Record Position: 32

Black or African American
Record Position: 33

American Indian or Alaska Native
Record Position: 34

Asian
Record Position: 35

Native Hawaiian or Other Pacific Islander
Record Position: 36

Hispanic or Latino
Record Position: 37

9.   Source of Referral
        Record Position: 38

Indicate the individual, agency, or other entity that first referred the individual to the State VR agency by using one of the following codes. If the individual approached the VR agency on his/her own, even if based on information provided by the State VR agency, use Code 8 (self-referral).

        1   Educational Institutions (elementary/secondary)
        2   Educational Institutions (post-secondary)
        3   Physician or other Medical Personnel or Medical Institutions (public or private)
        4   Welfare Agency (State or local government)
        5   Community Rehabilitation Programs
        6   Social Security Administration (Disability Determination Service or District office)
        7   One-stop Employment/Training Centers
        8   Self-referral
        9   Other sources
        *   Information is not available for Closure Code 1

10.   Level of Education Attained at Application
        Record Position: 39

Record the level of education the individual has attained at the time of application. If an actual educational level is not documented, record an estimated level.

Use the following codes:

        0   No formal schooling
        1   Elementary education (grades 1-8)
        2   Secondary education, no high school diploma (grades 9-12)
        3   Special education certificate of completion/diploma or in attendance
        4   High school graduate or equivalency certificate (regular education students)
        5   Post-secondary education, no degree
        6   Associate degree or Vocational/Technical Certificate
        7   Bachelor's degree
        8   Master's degree or higher
        *   Information is not available for Closure Code 1

NOTE: Code 3 is intended to capture individuals whose highest level of education is special education. This includes various situations. Use code 3 "Special education certificate of completion/diploma or in attendance": 1) if the individual is currently a special education student, 2) if the individual received special education and earned a

certificate of completion or high school diploma, or 3) if the individual received special education but did not receive a certificate/diploma.

11. <u>Individualized Education Program (IEP)</u>
Record Position: 40

Use one of the following codes to indicate whether the individual ever received services under an IEP in accordance with the provisions of the Individuals with Disabilities Education Act (IDEA). Use code 1 if the individual was in special education or an ungraded classroom.

> 0   Did not have an IEP
> 1   Had an IEP
> *   Information is not available for Closure Code 1

12. <u>Living Arrangement at Application</u>
Record Positions: 41-42

Indicate the living arrangements of the individual, either temporarily or permanently, on the date of application to the State VR agency. Codes for this item are as follows:

> 01   Private Residence (independent, or with family or other person)
> 02   Community Residential/Group Home
> 03   Rehabilitation Facility
> 04   Mental Health Facility
> 05   Nursing Home
> 06   Adult Correctional Facility
> 07   Halfway House
> 08   Substance Abuse Treatment Center
> 09   Homeless/Shelter
> 10   Other
> **   Information is not available for Closure Code 1

13. <u>Primary Disability</u>
Record Positions: 43-46

Enter the four-digit code that best describes the individual's primary physical or mental impairment that causes or results in a substantial impediment to employment. The number reported is a combination of the impairment code and cause/source code. The first two digits designate the impairment (sensory, physical or mental), and the last two digits indicate the cause or source of the impairment.

If the person is found not to have a disability, this item should be coded 0000. Use Code **** if the information is not available for Closure Code 1.

14.   <u>Secondary Disability</u>
       Record Positions: 47-50

Enter the four-digit code that best describes the secondary disability. This is the physical or mental impairment that contributes to, but is not the primary basis of, the impediment to employment. The number reported is a combination of the impairment code and cause/source code. Enter Code 0000 to indicate that the individual does not have a secondary disability. Use Code **** if the information is not available for Closure Code 1.

CODES FOR IMPAIRMENTS

    00   No impairment

SENSORY/COMMUNICATIVE IMPAIRMENTS:
    01   Blindness
    02   Other Visual Impairments
    03   Deafness, Primary Communication Visual
    04   Deafness, Primary Communication Auditory
    05   Hearing Loss, Primary Communication Visual
    06   Hearing Loss, Primary Communication Auditory
    07   Other Hearing Impairments (Tinnitus, Meniere's Disease, hyperacusis, etc.)
    08   Deaf-Blindness
    09   Communicative Impairments (expressive/receptive)

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 (fatigue, weakness, pain, etc.)
    16   Other Physical Impairments (not listed above)

MENTAL IMPAIRMENTS:
    17   Cognitive Impairments (impairments involving learning, thinking, processing information and concentration)
    18   Psychosocial Impairments (interpersonal and behavioral impairments, difficulty coping)
    19   Other Mental Impairments

CODES FOR CAUSES/SOURCES OF IMPAIRMENTS

00   Cause unknown
01   Accident/Injury (other than TBI or SCI)
02   Alcohol Abuse or Dependence
03   Amputations
04   Anxiety Disorders
05   Arthritis and Rheumatism
06   Asthma and other Allergies
07   Attention-Deficit Hyperactivity Disorder (ADHD)
08   Autism
09   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
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)

15.   Employment Status at Application
        Record Positions: 51-52

Enter the two-digit code which best describes the employment status of the individual at application from the following. Fill in leading zero when it applies.

        01   Employment without Supports in Integrated Setting
        02   Extended Employment
        03   Self-employment (except BEP)
        04   State Agency-managed Business Enterprise Program (BEP)
        05   Homemaker
        06   Unpaid Family Worker
        07   Employment with Supports in Integrated Setting
        08   Not employed: Student in Secondary Education
        09   Not employed: All other Students
        10   Not employed: Trainee, Intern or Volunteer
        11   Not employed: Other
        **   Information is not available for Closure Code 1

The first seven codes are considered "employment" for purposes of this item. Individuals not meeting the definitions for Codes 01 to 07 below would be classified as "not employed" (Codes 08 to 11) at the time of application for services.

Employment Codes (Codes 01-07)

        01 - Employment without Supports in Integrated Setting is full-time or part-time employment in an integrated setting without ongoing support services. For purposes of this report, this is work performed for wages, salary, commissions, tips, or piece-rates, below, at, or above the minimum wage. Do not include self-employed individuals.

        02 - Extended Employment refers to work for wages or salary in a non-integrated setting for a public or nonprofit organization. Such settings are variously referred to as community rehabilitation programs, or sheltered, industrial, or occupational workshops. Individuals are compensated according to the Fair Labor Standards Act and the organization provides any needed support services that enable the individual to train or prepare for competitive employment.

        03 - 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.

        04 - State Agency-managed Business Enterprise Program (BEP) refers to Randolph-Sheppard vending facilities and other small businesses 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

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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.

05 - <u>Homemaker</u> refers to men and women whose activity is keeping house for persons in their households or for themselves if they live alone.

06 - <u>Unpaid Family Worker</u> is an individual who works without pay on a family farm or in a family business.

07 - <u>Employment with Supports in Integrated Setting</u> is full time or part-time employment in an integrated setting with ongoing support services for individuals with significant disabilities. For purposes of this report, compensation for such employment may be below, at, or above the minimum wage.

Not employed (Codes 08-11)

08 - <u>Student in Secondary Education</u>

09 - <u>All other Students</u> are persons attending school full or part-time other than students in secondary education.

10 - <u>Trainee, Intern or Volunteer</u> refers to persons engaging in unpaid work experiences, internships or volunteer work for purposes of increasing their employability. Such individuals may receive a stipend to defray the cost of transportation or other incidental expenses.

11 - <u>Other</u> refers to 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).

When an individual's work activity overlaps into two different employment categories, select the code more descriptive of the individual's employment activity at application.

16.　　<u>Weekly Earnings at Application</u>
　　　　Record Positions: 53-56

Enter the amount of money (to the nearest dollar) earned in a typical week at the time of application. If the individual had no earnings, enter 0000. If the person had earnings of $9999 or more, use 9999. Fill in leading zeros when they apply. For example, record 0055 for those earning $55 at the time of application. Use Code **** if the information is not available for Closure Code 1

This item collects data on the <u>cash</u> earnings of individuals at application and includes all wages, salaries, tips, and commissions received as income <u>before</u> payroll deductions of Federal, State and local income taxes and Social Security payroll tax. Earnings also include profits derived from self-employed individuals. Earnings for salespersons, consultants, self-employed individuals, and other similar occupations are based on the <u>adjusted gross income.</u> Adjusted gross income is gross income minus unreimbursed business expenses. <u>Do not</u> include estimates of payments in-kind, such as meals and lodging. Estimate profits of farmers, if necessary.

<u>SPECIAL CASES:</u> To preclude misleading results such as a negative earnings situation, the following instructions are provided:

> Where earnings are based on commissions that are irregular (e.g., real estate, automobile sales, etc.), to obtain a meaningful figure for a typical week's earnings, it should be calculated as an average over a representative period of time such as one month.

> When, because of the occupation/situation, there are significant amounts of unreimbursed business expenses that are irregular (e.g., car lease payments due the first week of every month), the expenses should be averaged over a representative period of time to obtain a meaningful figure for a typical week's expenses.

> Commissions are generally not paid when earned, but rather are paid periodically, such as weekly, biweekly, or even monthly. To bring standardization to this item, earnings should be based on the actual receipt of the payment and not on amounts accruing until the next commission payout.

17. <u>Hours Worked in a Week at Application</u>
    Record Positions: 57-58

Enter the number of hours an individual worked for earnings in a typical week at the time of application. Earnings may have been in the form of wages, salaries, tips, commissions, profits from self-employment, adjusted gross income for salespersons, etc. If the individual generated no earnings, enter 00. If the person worked 99 or more hours in one week, enter 99. Fill in leading zero when it applies. For example, enter 06 for an individual who worked six (6) hours. Use Code ** if the information is not available for Closure Code 1.

18. <u>Type of Public Support at Application</u>

Enter a Code 0 or a Code 1 in each of the following seven record positions to indicate whether the individual was receiving that type of public support at application. Use Code 0 to indicate that the person did not receive public support from the source cited and

Code 1 to indicate receipt of support payment from the source cited. One payment is sufficient to establish "receipt". Use Code * in the position if the information is not available for Closure Code 1 or the information is not available for all other closure codes due to circumstances beyond the agency's control.

Public support refers to cash payments made by Federal, State and/or local governments for any reason, including an individual's disability, age, economic, retirement and survivor status. Include payments to a <u>family</u> unit precipitated by the individual's disability or when the individual's presence is taken into account in the computation of the family benefit. Also include any payments that are sent directly to the 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. Categories of public support are as follows:

> Supplemental Security Income (SSI) for the Aged, Blind or Disabled
> Record Position: 59
>
> Temporary Assistance for Needy Families (TANF)
> Record Position: 60
>
> General Assistance (State or local government)
> Record Position: 61
>
> Social Security Disability Insurance (SSDI)
> Record Position: 62
>
> Veterans' Disability Benefits
> Record Position: 63
>
> Workers' Compensation
> Record Position: 64
>
> Other Public Support
> Record Position: 65

Veterans' Disability Benefits are payments made by the Department of Veterans Affairs for partial or total disability.

Other Public Support payments are cash payments to individuals, not listed, and 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.

19.   Monthly Public Support Amount at Application

Enter the amount of money (to the nearest dollar) received by the individual each month in the form of public support payments at the time of application for the sources listed below. If the individual receives two or more types of support, record the amount from each source. Fill in leading zeros for amounts under $1000. If no public assistance payments were received, enter 0000. If payments totaled $9999 or more, use 9999. Use Code **** in the position if the information is not available for Closure Code 1 or the information is not available for all other closure codes due to circumstances beyond the agency's control.

Social Security Disability Insurance (SSDI)
Record Positions: 66-69

Enter the amount of SSDI received by the individual each month. This figure can be verified through the Social Security Administration (SSA) or from a copy of the individual's benefit notification letter.

Supplemental Security Income (SSI) for the Aged, Blind or Disabled
Record Positions: 70-73

Enter the monthly payment to the individual under the Federal program of SSI for the aged, blind, and disabled. Only the individual's portion of the payment should be recorded here. This figure can be verified through the Social Security Administration (SSA) or from a copy of the individual's benefit notification letter.

Temporary Assistance for Needy Families (TANF)
Record Positions: 74-77

Enter the amount of cash public assistance payments made through the federally funded TANF program. 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.

All other Public Support
Record Positions: 78-81

Enter the monthly amount of public support received from General Assistance, Veteran's Disability Benefits, Workers' Compensation and all other sources of public support not listed (see Item 18).

20.   Primary Source of Support at Application
Record Position: 82

Enter a code from the list below to indicate the individual's largest single source of economic support at application, even if it accounts for less than one-half of the individual's total support.

NOTE: If a person is supported by the earnings of a spouse, or by the spouse's unemployment insurance checks, identify Code 2 as the Primary Source of Support (family and friends) and not Code 1 (personal income). If a person is primarily supported by a governmental entity with no cash support – for example, incarcerated individuals, – use code 3 as the primary source of support.

Primary Source of Support Codes:

1	Personal Income (earnings, interest, dividends, rent)
2	Family and Friends
3	Public Support (SSI, SSDI, TANF, etc.)
4	All other sources (e.g., private disability insurance and private charities)
*	Information is not available for Closure Code 1 or information is not available for all other closure codes due to circumstances beyond the agency's control

21.   Medical Insurance Coverage at Application

Record whether an individual had medical insurance coverage at the time he/she applied for VR services. Enter a Code 0 or Code 1 in each of the following record positions. Use Code 0 if the individual had no medical coverage and Code 1 if the individual had that type of medical insurance coverage. Persons with no medical insurance coverage would be coded 0 for each type of medical insurance listed. Use Code * in the position if the information is not available for Closure Code 1 or the information is not available for all other closure codes due to circumstances beyond the agency's control.

Medicaid
Record Position: 83

Medicare
Record Position: 84

Public Insurance from Other Sources
Record Position: 85

Private Insurance Through own Employment
Record Position: 86

Private Insurance Through other Means
Record Position: 87

22.   Date of Eligibility Determination

Record the date (year, month, and day) that an eligibility determination was made. For individuals whose service records were closed before a determination of eligibility, use Code ********.

For those individuals who were initially determined to be eligible but later in the VR process were determined to be ineligible because of changed circumstances, record just the date they were determined eligible in this field. For all others, enter the date that the initial determination was made that they were either eligible or ineligible.

Code date of eligibility determination using eight-digit protocol.

  22(a) Year eligibility was determined
  Record Positions: 88-91

  22(b) Month eligibility was determined
  Record Positions: 92-93

  22(c) Day eligibility was determined
  Record Positions: 94-95

23.   Date of Individualized Plan for Employment (IPE)

Record the date (year, month, and day) on which the first IPE for the individual became effective. For purposes of this data element, assume that the IPE is effective on the date on which both parties reach agreement. If the two signatures bear two different dates, the later date should govern. If an individual's service record is closed before an IPE is developed, use Code ********.

Code date of IPE using the eight-digit protocol.

  23(a) Year IPE became effective
  Record Positions: 96-99

  23(b) Month IPE became effective
  Record Positions: 100-101

  23(c) Day IPE became effective
  Record Positions: 102-103

24.   Cost of Purchased Services
        Record Positions: 104-109

Enter, to the nearest dollar, the total amount of money spent by the State VR agency to purchase services for an individual, over the life of the current service record.

Include all expenditures made to public and/or private vendors, individuals or an organization. Include expenditures for all types of purchased services such as assessment, training, medical services, maintenance, transportation, tuition for higher education, rehabilitation technology services, personal assistance, or any other rehabilitation services. Exclude costs incurred for program administration and for salaries of counselors and other staff. Also exclude costs for services provided by rehabilitation programs owned and operated by the State VR agency that are not directly billed on an individual basis.

If an individual's service record is closed without an expense having been incurred by the State agency, enter 000000. If the agency expended $999,999 or more, enter 999999. Fill in leading zeros when they apply.

25.   Services Provided

Enter the appropriate two-digit code to indicate the vendor and source of funding for each service listed. Services must have been provided to the individual in determining eligibility and/or in developing and carrying out the IPE.

Include all services furnished over the life of the current service record whether paid for with VR funds or from other sources (comparable services). If an individual received the same service from more than one provider, record only the major provider.

The first digit identifies the vendor or provider of the service. The second digit indicates the source of funding. Use Code 00 if a service was not provided to an individual. Funding Code 0 should only be used if the service was not provided to an individual. If a service was provided directly by the State VR agency without a direct cost use Code 11.

Codes for Vendors/Providers:

        0   Not provided
        1   Provided directly by State VR agency
        2   Provided by Community Rehabilitation Programs in the Public Sector
                (owned and managed by Federal, State, or local government, such as those
                run by State VR agencies).
        3   Provided by Community Rehabilitation Programs in the Private Sector
                (owned and managed by non-governmental entities, such as individuals,
                associations, corporations, etc.)
        4   Provided by One-stop Employment/Training Centers

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5   Provided by other Public Sources
6   Provided by other Private Sources

Codes for Source of Funding

0   Not provided
1   VR funds
2   Non-VR Sources
3   Combination of VR and Other Sources

<u>Assessment</u>
Record Positions: 110-111

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 State VR agency that operates under an order of selection, and/or to determine the nature and scope of VR services to be included in the IPE. Include here trial work experiences and extended evaluation.

<u>Diagnosis and Treatment of Impairments</u>
Record Positions: 112-113

Diagnosis and treatment of impairments means:

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)   Prosthetic, orthotic, or other assistive devices, including hearing aids;

h)   Eyeglasses and visual services, including visual training, and the examination and services necessary for the prescription and provision of eyeglasses, contact lenses, microscopic lenses, telescopic lenses, and other

visual aids prescribed by personnel who meet State licensure laws and are selected by the individual;

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;

o) Special services for the treatment of individuals with end-stage renal disease, including transplantation, dialysis, artificial kidneys, and supplies; and

p) Other medical or medically related rehabilitation services.

Vocational Rehabilitation Counseling and Guidance
Record Positions: 114-115

Vocational rehabilitation counseling and guidance means discrete therapeutic counseling and guidance services that are necessary for an individual to achieve an employment outcome, including personal adjustment counseling, counseling that addresses medical, family, or social issues, vocational counseling, and any other form of counseling and guidance that is necessary for an individual with a disability to achieve an employment outcome. This service is distinct from the general counseling and guidance relationship that exists between the counselor and the individual during the entire rehabilitation process.

Training

General note: 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.

College or University Training
Record Positions: 116-117

Full-time or part-time <u>academic training</u> above the high school level leading to a degree (associate, baccalaureate, graduate, or professional), a certificate or other recognized educational credential. Such training may be provided by a four-year college or university, community college, junior college, or technical college.

Occupational/Vocational Training
Record Positions: 118-119

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 or certification.

On-the-job Training
Record Positions: 120-121

Training in specific job skills by a prospective employer. Generally the individual is paid during this training and will remain in the same or a similar job upon successful completion. Also include apprenticeship-training programs conducted or sponsored by an employer, a group of employers, or a joint apprenticeship committee representing both employers and a union.

Basic Academic Remedial or Literacy Training
Record Positions: 122-123

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

Job Readiness Training
Record Positions: 124-125

Training to prepare an individual for the world of work (e.g., appropriate work behaviors, getting to work on time, appropriate dress and grooming, increasing productivity).

Disability Related Augmentative Skills Training
Record Positions: 126-127

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.

Miscellaneous Training

Record Positions: 128-129

Any training not recorded in one of the other categories listed, including GED or high school training leading to a diploma.

Job-Related Services

General note: Job-related services include job search assistance, job placement assistance, and on-the-job support services.

Job Search Assistance
Record Positions: 130-131

Job search activities support and assist a consumer 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.

Job Placement Assistance
Record Positions: 132-133

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

On-the-job Supports
Record Positions: 134-135

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 job coaching, follow-up and follow-along, and job retention services.

Transportation Services
Record Positions: 136-137

Transportation, including adequate training in the use of public transportation vehicles and systems, means travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a VR service. Examples of transportation services/expenses 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 individual to travel to participate in any VR service;

b)   Relocation expenses incurred by the individual in connection with a job placement that is a significant distance from the individual's current residence;

c)   The purchase and repair of vehicles, including vans, but not the modification of these vehicles; and

d)   Training in the use of public transportation vehicles and systems.

Maintenance
Record Positions: 138-139

Maintenance means monetary support provided for those 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 are 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)   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

d)   costs of an individual's participation in enrichment activities related to that individual's training program.

Rehabilitation Technology
Record Positions: 140-141

General note: Rehabilitation technology 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, and recreation. The term includes the following:

Rehabilitation Engineering Service

Rehabilitation engineering is the systematic application of engineering sciences to design, develop, test, evaluate, apply, and distribute technological solutions to problems confronted by individuals with disabilities 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.

Assistive Technology Devices

Assistive technology device means any item, 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 an individual with a disability.

Assistive Technology Services

Assistive technology service is any service that directly assists an individual with a disability in the selection, acquisition, or use of an assistive technology device. Services may include:

a)   evaluating the needs of an individual with a disability, including a functional evaluation of the individual in his/her customary environment;

b)   purchasing, leasing, or otherwise providing for the acquisition by an individual with a disability of an assistive technology device;

c)   selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices;

d)   coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;

e)   training or providing technical assistance for an individual with a disability or, if appropriate, the family members, guardians, advocates, or authorized representatives of the individual; and

f)   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 for an individual with a disability to achieve an employment outcome.

NOTE: It is possible for these services to be classifiable under any of the other service categories.

Personal Assistance Services

General note: Personal assistance services are a range of services provided by one or more persons 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. The services must be designed to increase the individual's control in life and ability to perform everyday activities on or off the job.

Three distinct services that are considered personal assistance services are reader services, interpreter services, and personal attendant services. Further information on recording each of these services follows. Record only whether and which of these services were provided to the individual (e.g., if the same person provided both reader service and personal attendant service to an individual, indicate both services).

Reader Services
Record Positions: 142-143

Reader services are for individuals who cannot read print because of blindness or other disability. 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.

Interpreter Services
Record Positions: 144-145

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. Also include here 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".

Personal Attendant Services
Record Positions: 146-147

Personal attendant services are those personal services that an attendant performs for an individual with a disability such as bathing, feeding, dressing, providing mobility and transportation, etc.

Technical Assistance Services
Record Positions: 148-149

Technical assistance and other consultation 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.

Information and Referral Services
Record Positions: 150-151

Information and referral services are provided to individuals who need services from other agencies (through cooperative agreements) not available through the VR program.

Other Services
Record Positions: 152-153

Use this category for all other VR services that cannot be recorded elsewhere. Included here are occupational licenses, tools and equipment, initial stocks and supplies. Medical care for acute conditions arising during rehabilitation and constituting a barrier to the achievement of an employment outcome is also included in this category.

26.   Level of Education Attained At Closure
       Record Position: 154

Record the level of education the individual had attained when the service record was closed. If an actual educational level is not documented, record an estimated level.

Use the following codes:

> 0   No formal schooling
> 1   Elementary education (grades 1-8)
> 2   Secondary education, no high school diploma (grades 9-12)
> 3   Special education certificate of completion/diploma or in attendance
> 4   High school graduate or equivalency certificate (regular education students)
> 5   Post-secondary education, no degree
> 6   Associate degree or Vocational/Technical Certificate
> 7   Bachelor's degree
> 8   Master's degree or higher
> *   Information is not available for Closure Code 1

NOTE: Code 3 is intended to capture individuals whose highest level of education is special education. This includes various situations. Use code 3 "Special education certificate of completion/diploma or in attendance": 1) if the individual is currently a special education student, 2) if the individual received special education and earned a certificate of completion or high school diploma, or 3) if the individual received special education but did not receive a certificate/diploma.

27.   Occupation at Closure
        Record Positions: 155-160

For an individual who achieved an employment outcome, enter a six-digit code to describe the individual's occupation when the service record was closed.

Using the 2000 Standard Occupational Classification (SOC) published by the U.S. Department of Labor, enter the first six digits of the appropriate SOC code. Fill in leading zeros when they apply. Closure into an architectural occupation, for example, should be recorded as 171011. For assistance in reporting on this element, visit http://online.onetcenter.org or http://www.onetcodeconnector.org.

For the four employment situations unique to the VR program, use the special codes indicated below. These codes do not duplicate any six-digit codes in the SOC structure:

> 599999 Homemaker (own home) refers to men and women whose activity is keeping house for their families, or themselves if they live alone.
>
> 799999 Unpaid family worker (own family), not elsewhere classified use only if the type of unpaid family work cannot be classified according to any of the DOT occupations. An unpaid family worker is one who works without pay on a family farm or in a family business.
>
> 899999 Randolph-Sheppard vending facility clerk use this category for 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 in the DOT. Do not include vending facility operators (999999), or individuals employed in vending facilities outside the Vending Facility Program (use their DOT occupation code).
>
> 999999 Randolph-Sheppard vending facility operator use this category for 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 in the DOT. Do not include vending facility clerks (899999), or individuals employed as vending facility operators outside the Randolph-Sheppard Vending Facility Program (use their DOT occupation code).
>
> Special Codes
> 599999   Homemaker
> 799999   Unpaid family worker, not classifiable in another DOT code
> 899999   Randolph-Sheppard vending facility clerk
> 999999   Randolph-Sheppard vending facility operator
> ******   Use this code for all closure types other than code 3

NOTE: It is important that all agencies report the same data for a given year. For FY 2006, consistent with PD-06-01, agencies must report DOT codes in Record

Position (RP) 155-160. Beginning in FY 2007, agencies must report SOC codes in RP 155-160.

28.   Employment Status at Closure
        Record Position: 161

For an individual who achieved an employment outcome, enter the applicable one-digit code that describes the employment outcome of the individual when his or her service record was closed. Codes 1 and 3 through 7 are applicable for individuals who achieved an employment outcome (closure type 3). Code 2 applies only to an individual who received services and was placed in extended employment, which is no longer an employment outcome. Such an individual would have a closure type of 4. Use Code * for all closure types other than 3 and for closure type 4 cases not placed in extended employment. If classifying the individual into two different employment statuses from Codes 1-7 is possible, select a code designating the principal status.

    1   Employment without Supports in Integrated Setting
    2   Extended Employment (Applies only to closure type 4 with a reason for
            closure of 14.)
    3   Self-employment (except BEP)
    4   State Agency-managed Business Enterprise Program (BEP)
    5   Homemaker
    6   Unpaid Family Worker
    7   Employment with Supports in Integrated Setting

    1 - Employment without Supports in Integrated Setting is full-time or part-time
    employment in an integrated setting without ongoing support services. For
    purposes of this report, this is work performed for wages, salary, commissions,
    tips, or piece-rates, below, at, or above the minimum wage. Do not include self-
    employed individuals.

    2 - Extended Employment refers to work for wages or salary in a non-integrated
    setting for a public or nonprofit organization. Such settings are variously referred
    to as community rehabilitation programs, or sheltered, industrial, or occupational
    workshops. Individuals are compensated according to the Fair Labor Standards
    Act and the organization provides any needed support services that enable the
    individual to train or prepare for competitive employment. This code applies only
    to an individual who received services and was placed in extended employment,
    which is no longer an employment outcome. The appropriate closure type for
    such placements is 4 with a reason for closure of 14.

    3 - Self-employment (except BEP) is 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.

4 - <u>State Agency-managed Business Enterprise Program (BEP)</u> refers to Randolph-Sheppard vending facilities and other small businesses 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 a piece-rate. Individuals capable of activity outside the home, as well as by homebound individuals, may engage in such employment.

5 - <u>Homemaker</u> refers to men and women whose activity is keeping house for persons in their households or for themselves if they live alone.

6 - <u>Unpaid Family Worker</u> refers to persons who work without pay on a family farm or in a family business.

7 - <u>Employment with Supports in Integrated Setting</u> is full-time or part-time employment in an integrated setting with ongoing support services for individuals with significant disabilities. For purposes of this report, compensation for such employment may be below, at, or above the minimum wage.

29.   <u>Competitive Employment</u>
        Record Position: 162

Enter a one-digit code to indicate whether the individual achieved competitive employment at the time the service record was closed. For purposes of this report, competitive employment is employment in an integrated setting, self-employment or a state-managed Business Enterprise Program (BEP) that is performed on a full-time or part-time basis for which an individual is compensated at or above the minimum wage. Minimum wage is the Federal or State minimum wage, whichever is higher.

Coding this item requires accurately applying several criteria to each individual. Specifically, item #36, type of closure, has a code of 3; item #28, employment status at closure, has a code of 1, 3, 4 or 7; the hourly wage (weekly earnings, item #30/hours worked, item #31) is at least equal to the higher of the federal or state minimum wage. Therefore, Code 1 in this item will be a subset of the total number of individuals coded 1, 3, 4 or 7 in Item #28. Use Code 0 in this item for individuals in Item #28, Codes 1, 3, 4 or 7, who did not meet the definition of competitive employment. Also use Code 0 for individuals whose service records were closed as homemakers, or unpaid family workers (Codes 5 or 6 in Item #28). Use Code * for closure types other than 3.

        0   Not competitively employed
        1   Competitively employed

Instructions for the accurate computation of hourly earnings for reporting competitive employment

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The RSA-911 requires submission of weekly earnings and weekly hours worked in integers: file specifications do not permit the entry of either cents or partial hours. Hourly wages are computed by dividing the weekly earnings by the weekly hours worked. For hourly earnings that are at or near the applicable minimum wage, an individual making the minimum hourly wage may appear to be making less than the minimum wage. For example, a person making $5.15 per hour and working 1 hour each week, would have a weekly earnings of $5 if one used mathematical rounding rules to report weekly earnings.

To accurately report those individuals who make the minimum hourly wage and, at the same time, not introduce error by incorrectly identifying those who are not competitively employed use the following:

Continue to report weekly earnings and hours worked in integers. Round both of these variables using mathematical rules <u>except</u> for those cases where the individual makes the minimum wage or more but whose combination of weekly earnings and hours worked would result in a computation of hourly wages that would be less than the minimum wage. For those cases, round the weekly earnings up and report this higher amount. Round up these cases and only these cases.

In mathematical rounding rules, values of .5 or more are rounded up and values less than .5 are rounded down. Thus $5.50 becomes $6 and $6.45 also becomes $6. An example of an exception to the application of mathematical rounding rules occurs in a situation in which a person works for 35 hours per week at $5.15 per hour. (Assumption: federal minimum wage is the applicable minimum wage.) The computed weekly wage of $180.25 would be rounded down to $180 if mathematical rounding rules were applied. However, if weekly earnings were reported as $180 then the computed hourly wage would be $5.143 which is less than the federal minimum wage of $5.15. Consequently, this person would appear to be not competitively employed when in fact he/she was.   In order to accurately reflect this individual's competitive employment status at the applicable minimum wage, weekly earnings would be rounded up to $181 and reported as such on the RSA911. The computed hourly wage would then be $5.17.

30.   <u>Weekly Earnings at Closure</u>
         Record Positions: 163-166

Enter the amount of money (to the nearest dollar) the individual earned in a typical week after achieving an employment outcome. Earnings for this purpose include all income from wages, salaries, tips, and commissions <u>before</u> payroll deductions of Federal, State and local income taxes and Social Security payroll tax. Earnings also include profits derived from self-employed individuals. Earnings for salespersons, consultants, self-employed individuals, and other similar occupations are based on the <u>adjusted gross income.</u> Adjusted gross income is gross income minus unreimbursed business expenses.

<u>Do not</u> include estimates of payments in-kind, such as meals and lodging. Estimate profits of farmers, if necessary.

SPECIAL CASES: To preclude misleading results such as a negative earnings situation, the following instructions are provided:

> Where earnings are based on commissions that are irregular (e.g., real estate, automobile sales, etc.), to obtain a meaningful figure for a typical week's earnings, it should be calculated as an average over a representative period of time such as one month.

> When, because of the occupation/situation, there are significant amounts of unreimbursed business expenses that are irregular (e.g., car lease payments due the first week of every month), the expenses should be averaged over a representative period of time to obtain a meaningful figure for a typical week's expenses.

> Commissions are generally not paid when earned, but rather are paid periodically, such as weekly, biweekly, or even monthly. To bring standardization to this item, earnings should be based on the actual receipt of the payment and not on amounts accruing until the next commission payout.

If the individual had no earnings, enter 0000. If the individual's earnings were $9999 or more, enter 9999. Fill in leading zeros when they apply (e.g., 0128 for individuals earning $128 in a typical week after achieving an employment outcome). Use Code **** for closure types other than 3.

31.   Hours Worked in a Week at Closure
        Record Positions: 167-168

For an individual who achieved an employment outcome, enter the number of hours the individual worked for earnings in a typical week when the service record was closed. Earnings may have been in the form of wages, salaries, tips, commissions, profits from self-employment, adjusted gross income for salespersons, etc. If the individual generated no earnings, enter 00. If the person worked 99 or more hours in one week, enter 99. Fill in leading zero when it applies. Use Code ** for closure types other than 3.

32.   Type of Public Support at Closure

Enter a Code 0 or a Code 1 in each of the following seven record positions to indicate whether the individual was receiving that type of public support at closure. Use Code 0 to indicate no public support and Code 1 to indicate receipt of support payment from the source cited. One payment is sufficient to establish "receipt". Use Code * in the position

if the information is not available for Closure Code 1 or the information is not available for all other closure codes due to circumstances beyond the agency's control.

Public support refers to cash payments made by Federal, State and/or local governments for any reason, including an individual's disability, age, economic, retirement and survivor status. Include payments to a <u>family</u> unit precipitated by the individual's disability or when the individual's presence is taken into account in the computation of the family benefit. Also include any payments that are sent directly to the 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. Categories of public support are as follows:

       Supplemental Security Income (SSI) for the Aged, Blind or Disabled
       Record Position: 169

       Temporary Assistance for Needy Families (TANF)
       Record Position: 170

       General Assistance (State or local government)
       Record Position: 171

       Social Security Disability Insurance (SSDI)
       Record Position: 172

       Veterans' Disability Benefits
       Record Position: 173

       Workers' Compensation
       Record Position: 174

       Other Public Support
       Record Position: 175

Veterans' Disability Benefits are payments made by the Department of Veterans Affairs for partial or total disability.

Other Public Support payments are cash payments to individuals, not listed, and 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.

33.   Monthly Public Support Amount at Closure

Enter the monthly amount of money (to the nearest dollar) received by the individual as public support payments at the time the service record was closed for the sources listed below. If the individual receives two or more types of support, record the amount from each source. Fill in leading zeros for amounts under $1000. If no public assistance payments were received, enter 0000. If payments totaled $9999 or more, use 9999. Use Code **** in the position if the information is not available for Closure Code 1 or the information is not available for all other closure codes due to circumstances beyond the agency's control.

Social Security Disability Insurance (SSDI)
Record Positions: 176-179

Enter the amount of SSDI received by the individual each month. This figure can be verified through the Social Security Administration (SSA) or from a copy of the individual's benefit notification letter.

Supplemental Security Income (SSI) for the Aged, Blind or Disabled
Record Positions: 180-183

Enter the monthly payment to the individual under the Federal program of SSI for the aged, blind, and disabled. Only the individual's portion of the payment should be recorded here. This figure can be verified through the Social Security Administration (SSA) or from a copy of the individual's benefit notification letter.

Temporary Assistance for Needy Families (TANF)
Record Positions: 184-187

Enter the amount of cash public assistance payments made through the federally funded TANF program. 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.

All other Public Support
Record Positions: 188-191

Enter the monthly amount of public support received from General Assistance, Veteran's Disability Benefits, Workers' Compensation and all other sources of public support not listed (see Item 32).

34.   Primary Source of Support at Closure
        Record Position: 192

Enter a code from the list below to indicate the individual's largest single source of economic support at the time the service record was closed, even if it accounts for less than one-half of the individual's total support.

NOTE: If a person is supported by the earnings of a spouse, or by the spouse's unemployment insurance checks, identify Code 2 as the Primary Source of Support (family and friends) and not Code 1 (personal income). If a person is primarily supported by a governmental entity with no cash support – for example, incarcerated individuals, – use code 3 as the primary source of support.

Primary Source of Support Codes:

        1   Personal Income (earnings, interest, dividends, rent)
        2   Family and Friends
        3   Public Support (SSI, SSDI, TANF, etc.)
        4   All other sources (e.g., private disability insurance and private charities)
        *   Information is not available for Closure Code 1 or information is not available for all other closure codes due to circumstances beyond the agency's control

35.   Medical Insurance Coverage at Closure

Record whether an individual had medical insurance coverage when his/her service record was closed. Enter a Code 0 or Code 1 in each of the following record positions. Use Code 0 if the individual had no medical coverage and Code 1 if the individual had that type of medical insurance coverage. Persons with no medical insurance coverage would be coded 0 for each type of medical insurance listed. Use Code * in the position if the information is not available for Closure Code 1 or the information is not available for all other closure codes due to circumstances beyond the agency's control.

        Medicaid
        Record Position: 193

        Medicare
        Record Position: 194

        Public Insurance from Other Sources
        Record Position: 195

        Private Insurance Through own Employment
        Record Position: 196

Private Insurance Through other Means
Record Position: 197

36.   Type of Closure
       Record Position: 198

Enter a one-digit code from the following list to indicate when in the VR process an individual exited the program:

1   Exited as an applicant (Line D7 on RSA-113)
2   Exited during or after a trial work experience/extended evaluation (Line D6 on RSA-113)
3   Exited with an employment outcome (Line D1 on RSA-113)
4   Exited without an employment outcome, after receiving services (Line D2 on RSA-113)
5   Exited without an employment outcome, after a signed IPE, but before receiving services (Line D4 on RSA-113)
6   Exited from an order of selection waiting list (Line D5 on RSA-113)
7   Exited without an employment outcome, after eligibility, but before an IPE was signed (Line D3 on RSA-113)

Counts of each code 1 through 7 must equal comparable figures reported in Section D of the agency's 4th quarter RSA-113 (Quarterly Cumulative Caseload Report). Agencies may be required to resubmit data if there are discrepancies in closure counts between these two systems.

37.   Reason for Closure
       Record Positions: 199-200

Enter a two-digit code that identifies the reason for closing the service record of an individual. The code 00 applies only to cases with a code of 3 in item #36, type of closure. Codes of 01 or higher apply to all other types of closure, viz. 1, 2, 4, 5, 6, and 7. Fill in leading zero when it applies.

00   Achieved employment outcome (applicable only to closure type 3).

01   Unable to locate or contact
      Use this code when the individual has moved without a forwarding address or is otherwise unavailable. Also use this code for persons who have left the State and show no intentions of continuing in their VR program.

02	Disability too significant to benefit from VR services
Use this code to identify an individual whose mental or physical disability is so significant that the individual cannot benefit from VR services in terms of employment.

03	Refused Services or Further Services
Use this code for individuals who choose not to participate or continue in their VR program at this time.

04	Death

05	Individual in Institution
Use this code when an individual has entered an institution and will be unavailable to participate in a VR program for an indefinite or considerable period of time. An institution includes a hospital, a nursing home, a prison or jail, a treatment center, etc.

06	Transferred to another agency
Use this code when an individual needs services that are more appropriately obtained elsewhere. Transfer to the other 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 State VR agencies.

07	Failure to cooperate
Use this code to indicate when an individual's actions (or non-actions) make it impossible to begin or continue a VR program. Failure to cooperate includes repeated failures to keep appointments for assessment, counseling, or other services.

08	No disabling condition
Use this code only for applicants who are not 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.

09	No impediment to employment
Use this code for applicants who are not eligible for VR services because their physical or mental impairment does not constitute a substantial impediment to employment.

10	Transportation not feasible or available
Use this code to indicate that the individual was unable to accept or maintain employment because suitable transportation was either not feasible or not available.

11   Does not require VR services
        Use this code for applicants who do not require 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.

12   Extended services not available
        Use this code for individuals who would have benefited from the
        provision of supported employment services but for whom no source of
        extended services was available.

13   All other reasons
        This code is used for all reasons not covered by Codes 01 to 12 or 14.

14   Extended employment
        Use this code for individuals who received services and were placed in a
        non-integrated setting for a public or non-profit organization. See
        employment status code 2 for further information.

38.   Date of Closure

Record the date (year, month, and day) when the individual's service record was closed
by the State VR agency. Use the eight-digit date protocol.

        38(a)   Year of Closure
        Record Positions: 201-204

        38(b)   Month of Closure
        Record Positions: 205-206

        38(c)   Day of Closure
        Record Positions: 207-208

39.   Supported Employment Status
        Record Position: 209

Enter a one-digit code to indicate (a) whether the individual's IPE specified an
employment outcome/vocational goal in a supported employment setting and (b) if so,
whether any supported employment services were charged to funds provided under Title
VI-B of the Act. Use code 1 or 2, as applicable, if, at any time during the VR process,
supported employment was established as a goal for the individual in his/her IPE. Use
one of the following codes:

0	Not supported employment
1	Supported employment with some Title VI-B funds expended
2	Supported employment but no Title VI-B funds expended
*	Closure Codes 1, 2, 6 and 7 or information is not available, for closure codes 3, 4 and 5, due to circumstances beyond the agency's control

NOTE: The term "supported employment" means competitive work in integrated work settings, or employment in integrated work settings, in which individuals are working toward competitive employment, for individuals with the most significant disabilities who require intensive supported employment services in order to perform such work.

40. <u>Veteran Status</u>
    Record Position: 210

Enter a one-digit code to indicate if the individual had served in the active military, naval or air service, and was discharged or released under conditions other than dishonorable.

0	Not a veteran
1	Veteran
*	Information is not available for Closure Code 1 or information is not available for all other closure codes due to circumstances beyond the agency's control

41. <u>Significant Disability</u>
    Record Position: 211

Enter a one-digit code to indicate whether the individual was considered an individual with a significant disability at any time during his/her VR program. 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;

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, mental retardation, 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.

   0   No Significant Disability
   1   Significant Disability
   *   Information is not available for Closure Code 1

42.   Migrant and Seasonal Farmworkers
       Record Position: 212

Identify individuals who participated in a migrant or seasonal farm worker's project under Section 304 of the Act during their VR program.

   0   Was not a migrant or seasonal farm worker during VR program
   1   Participated in a migrant or seasonal farm worker project under Section 304 of the Act during VR program
   2   Was a migrant or seasonal farm worker during VR program but did not participate in a migrant or seasonal farm worker project
   *   Information is not available for Closure Code 1 or information is not available for all other closure codes due to circumstances beyond the agency's control

43.   Projects With Industry
       Record Position: 213

Identify individuals who participated in a project under the Projects with Industry (PWI) program established in Section 611 of the Act during their VR program.

   0   Not in PWI
   1   In PWI during VR program
   *   Information is not available for Closure Code 1 or information is not available for all other closure codes due to circumstances beyond the agency's control

RSA-911 Record Layout

CASE SERVICE REPORT

(RSA-911)

RSA-911 RECORD LAYOUT

RP	ELEMENT		RP	ELEMENT
1	1. Agency Code		45	
2			46	
3			47	14. Secondary Disability
4	2. Social Security Number		48	
5			49	
6			50	
7			51	15. Employment Status at Application
8			52	
9				
10				
11				
12				
13	3. Closure Order			
14	4. Previous Closure			
15	Year — 5. Date of Application			
16				
17				
18				
19	Month			
20				
21	Day			
22				
23	Year — 6. Date of Birth			
24				
25				
26				
27	Month			
28				
29	Day			
30				
31	7. Gender			
32	White — 8. Race & Ethnicity			
33	Black or African American			
34	American Indian or Alaska Native			
35	Asian			
36	Native Hawaiian or Other Pacific Islander			
37	Hispanic or Latino			
38	9. Source of Referral			
39	10. Level of Education Attained at Application			
40	11. Individualized Education Program (IEP)			
41	12. Living Arrangement at Application			
42				
43	13 Primary Disability			
44				

RSA-911 RECORD LAYOUT

RP	ELEMENT		RP	ELEMENT	
53			98		d Plan for Employment (IPE)
54	16. Weekly Earnings at Application		99		
55			100	Month	
56			101		
57	17. Hours Worked in a Week at Application		102	Day	
58			103		
59	SSI	18. Type of Public Support at Application	104	24. Cost of Purchased Services	
60	TANF		105		
61	General Assistance		106		
62	SSDI		107		
63	Veteran's Disability		108		
64	Worker's Compensation		109		
65	Other Public Support		110	Assessment	25. Services Provided
66		19. Monthly Public Support Amount at Application	111		
67	SSDI		112	Diagnosis & Treatment	
68			113		
69			114	Vocational Rehabilitation Counseling & Guidance	
70			115		
71	SSI		116	College or University Training	
72			117		
73			118	Occupational/Vocational Training	
74			119		
75	TANF		120	On-the-job Training	
76			121		
77			122	Basic Academic Remedial or Literacy Training	
78			123		
79	All Other Public Support		124	Job Readiness Training	
80			125		
81			126	Disability Related Augmentative Skills Training	
82	20. Primary Source of Support at Application		127		
83	Medicaid	21. Medical Insurance Coverage at Application	128	Miscellaneous Training	
84	Medicare		129		
85	Public Insurance from Other Sources		130	Job Search Assistance	
86	Private thru Own Employment		131		
87	Private thru Other Means		132	Job Placement Assistance	
88		22. Date of Eligibility Determination	133		
89	Year		134	On-the-job Supports	
90			135		
91			136	Transportation	
92	Month		137		
93			138	Maintenance	
94	Day		139		
95			140	Rehabilitation Technology	
96	Year	23. Date of Individualize	141		
97			142	Reader	
			143		
			144	Interpreter	

RSA-911 RECORD LAYOUT

RP	ELEMENT		RP	ELEMENT	
145			184		
146	Personal Attendant		185	TANF	
147			186		
148	Technical Assistance		187		
149			188		
150	Information & Referral		189	All Other Public Support	
151			190		
152	Other		191		
153			192	34. Primary Source of Support at Closure	
154	26. Level of Education Attained at Closure		193	Medicaid	35. Medical Insurance Coverage at Closure
155			194	Medicare	
156			195	Public Insurance from Other Sources	
157	27. Occupation at Closure		196	Private thru Own Employment	
158					
159			197	Private thru Other Means	
160					
161	28. Employment Status at Closure		198	36. Type of Closure	
162	29. Competitive Employment		199	37. Reason for Closure	
163			200		
164	30. Weekly Earnings at Closure		201	Year	38. Date of Closure
165			202		
166			203		
167	31. Hours Worked at Closure		204		
168			205	Month	
169	SSI	32. Type of Public Support at Closure	206		
170	TANF		207	Day	
171	General Assistance		208		
172	SSDI		209	39. Supported Employment Status	
173	Veteran's Disability		210	40. Veteran Status	
174	Workers' Compensation		211	41. Significant Disability	
175	Other Public Support		212	42. Migrant & Seasonal Farm workers	
176	SSDI	33. Monthly Public Support Amount at Closure	213	43. Projects With Industry	
177					
178					
179					
180	SSI				
181					
182					
183					

Edit Specifications by Element

CASE SERVICE REPORT

(RSA-911)

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
1. Agency code	1-3	Valid codes listed in Agency Code Table in reporting instructions	1 thru 7 **REQUIRED ELEMENT**
2. Social Security Number	4-12	a. Must be numeric b. If SSN is not available, start the nine-digit number with '99' in RP 4 and 5.	1 thru 7 **REQUIRED ELEMENT**
3. Closure Order	13	a. Valid codes: 1, 2, 3, and so on. b. Individuals whose service records are closed more than once in the FY should have a separate record for each closure.	1 thru 7 **REQUIRED ELEMENT**
4. Previous Closure	14	Valid codes: 0 thru 7.	1 thru 7 **REQUIRED ELEMENT**
5. Date of Application Year Month Day	15-22 15-18 19-20 21-22	Format YYYYMMDD Code year using all four digits (no blanks). Cannot be prior to 1921. Valid codes: 01 thru 12. Valid codes: 01 thru 31.	1 thru 7 **REQUIRED ELEMENT**
6. Date of Birth	23-30	a. See edit specifications for Element #5 (Date of Application).	1 thru 7
		b. Use Code ******** if information is not available.	1
7. Gender	31	a. Valid codes: 1 or 2.	1 thru 7
		b. Use Code * if information is not available.	1

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
8. Race and Ethnicity	32-37	a. Valid codes: 0 or 1 for each position. **b. Entries are required for both Hispanic ethnicity and race. Hispanic ethnicity should have a code of 0 or 1 and at least one of the race categories must be coded as 1.**	1 thru 7 **REQUIRED ELEMENT**
		c. Use Code * in the position if information is not available due to circumstances beyond the agency's control.	1
9. Source of Referral	38	a. Valid codes: 1 thru 9.	1 thru 7
		b. Use Code * if information is not available.	1
10. Level of Education Attained at Application	39	a. Valid codes: 0 thru 8. **b. If level attained is coded 3 (Special Education Certificate of completion/diploma or in attendance), then Individualized Education Program should be coded 1 (had an IEP).**	1 thru 7
		c. Use Code * if information is not available.	1
11. Individualized Education Program (IEP)	40	a. Valid codes: 0 or 1.	1 thru 7
		b. Use Code * if information is not available.	1
12. Living Arrangement at Application	41-42	a. Valid codes: 01 thru 10.	1 thru 7
		b. Use Code ** if information is not available.	1
13. Primary Disability	43-46	a. Valid codes listed in Codes for Impairments and Codes for Causes/Sources of Impairments in reporting instructions.	1 thru 7
14. Secondary Disability	47-50		
		b. Use Code **** if information is not available.	1

	ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
15.	Employment Status at Application	51-52	a. Valid codes: 01 thru 11. b. Fill in leading zero when it applies.	1 thru 7.
			c. Use Code ** if information is not available.	1
16.	Weekly Earnings at Application	53-56	a. Valid codes: 0000 thru 9999. b. Fill in leading zeros when they apply. c. Must be numeric. d. Must NOT be negative. **e. Must be greater than 0000 if Employment Status at Application (RP 51-52) equals 01, 02, 03, 04 or 07.**	1 thru 7
			f. Use Code **** if information is not available.	1
17.	Hours Worked in a Week at Application	57-58	a. Valid codes: 00 thru 99. b. Fill in leading zero when it applies. **c. MUST range 01 thru 99 if Weekly Earnings at Application (RP 53-56) is greater than 0000. d. MUST equal 00 if Weekly Earnings at Application equal 0000.**	1 thru 7
			e. Use Code ** if information is not available.	1
--	**Earnings/Hours Comparison**	**53-58**	**Calculate hourly wage rate; verify if $40 per hour or more and correct earnings and/or hours, as needed.**[1]	1 thru 7
18.	Type of Public Support at Application	59-65	a. Valid codes: 0 or 1 for each position.	1 thru 7
			b. Use Code * in the position if information is not available due to circumstances beyond the agency's control.	2 thru 7

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[1] **Agencies are encouraged to set criteria for flagging below $40 per hour.**

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
		c. Use Code * in the position if information is not available.	1
19. Monthly Public Support Amount at Application	66-81	a. Valid codes: 0000 thru 9999 for each position. b. Must be numeric. c. Must NOT be negative. d. Fill in leading zeros when they apply. **e. MUST be greater than 0000 if comparable Type of Public Support at Application is coded 1 in any RP 59 thru 65.** **f. If amount for a given type of public support is 0000, the code for receipt of that type of public support (RP 59 thru 65) is expected to be 0.**	1 thru 7
		g. Use Code **** if information is not available due to circumstances beyond the agency's control.	2 thru 7
		h. Use Code **** if information is not available.	1
20. Primary Source of Support at Application	82	a. Valid codes: 1 thru 4.	1 thru 7
		b. Use Code * if information is not available due to circumstances beyond the agency's control.	2, 4 thru 7
		c. Use Code * if information is not available.	1
21. Medical Insurance Coverage at Application	83-87	a. Valid codes: 0 or 1 for each position.	1 thru 7
		b. Use Code * in the position if information is not available due to circumstances beyond the agency's control.	2 thru 7
		c. Use Code * in the position if information is not available.	1

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	ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
22.	Date of Eligibility Determination	88-95	a. See edit specifications for Element #5 (Date of Application).	3 thru 7
			b. Use Code ******** if records were closed before a determination of eligibility.	1 and 2
23.	Date of Individualized Plan for Employment (IPE)	96-103	a. See edit specifications for Element #5 (Date of Application).	3 thru 5
			b. Use Code ******** if records were closed before an IPE is developed.	1, 2, 6 and 7
24.	Cost of Purchased Services	104-109	a. Valid codes: 000000 thru 999999. b. MUST be numeric and may not be negative. c. Fill in leading zeros when they apply.	1 thru 7
25.	Services Provided	110-153	Valid codes listed in Codes for Vendors/Providers and Codes for Source of Funding in instructions.	1 thru 7
26.	Level of Education Attained at Closure	154	a. Valid codes: 0 thru 8. b. Level attained at closure must be greater than or equal to level at application. **c. If level attained is coded 3 (Special Education Certificate of completion/diploma or in attendance), then Individualized Education Program (IEP)(RP 40) should be coded 1.**	1 thru 7

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
		d. Use Code * if information is not available.	1
27. Occupation at Closure	155-160	a. Valid codes: Except for special VR codes use Standard Occupational Classification (SOC) codes published by the U.S. Department of Labor. b. Fill in leading zeros when they apply. **c. MUST equal 599999 if Employment Status at Closure (RP 161) equals 5.**	3
		d. Use Code ****** for all other closure codes.	1, 2, 4, 5, 6 and 7
28. Employment Status at Closure	161	a. Valid codes: 1, and 3 thru 7. **b. If code=5, then Occupation at Closure (RP 155-160) MUST equal 599999.**	3
		c. Valid code: 2. A code of 2 is applicable only to closure type (RP 198) 4.	4
		d. Use code * for all other closure codes.	1, 2, 4, 5, 6 and 7
29. Competitive Employment	162	a. Valid codes: 0 or 1. **b. Must equal 0 if Employment Status (RP 161) is coded 5 or 6.**	3
		c. Use Code * for all other closure codes.	1, 2, 4, 5, 6 and 7
30. Weekly Earnings at Closure	163-166	a. Valid codes: 0000 thru 9999. b. Must be numeric. c. Must NOT be negative. d. Fill in leading zeros when they apply. **e. MUST be greater then 0000 if Employment Status (RP 161) equals 1, 3, 4 or 7.**	3
		f. Use Code **** for all other closure codes.	1, 2, 4, 5, 6 and 7

	ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
31.	Hours Worked in a Week at Closure	167-168	a. Valid codes: 00-99. **b. MUST range 01 thru 99 if Weekly earnings at Closure (RP 163-166) are greater than 0000. c. MUST be 00 if Weekly Earnings at Closure (RP 163-166) is 0000.**	3
			d. Use Code ** for all other closure codes.	1, 2, 4, 5, 6 and 7
--	**Earnings/Hours Comparison**	**163-168**	**Calculate hourly wage rate; verify if $40/hour or more and correct earnings and/or hours, as needed.**[2]	**3**
32.	Type of Public Support at Closure	169-175	a. Valid codes: 0 or 1 for each position.	1 thru 7
			b. Use Code * in the position if information is not available due to circumstances beyond the agency's control.	2 thru 7
			c. Use Code * in the position if the information is not available.	1
33.	Monthly Public Support Amount at Closure	176-191	a. Valid codes: 0000 thru 9999 for each position. b. Must be numeric. c. Must NOT be negative. d. Fill in leading zeros when they apply. **e. MUST be greater than 0000 if comparable Type of Public Support at Closure (RP 169-175) is coded 1.** **f. If amount for a given type of public support is 0000, the code for receipt of that type of public support (RP 169 thru 175) is expected to be 0.**	1 thru 7

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[2]   **Agencies are encouraged to set criteria for flagging below $40/hour.**

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
		g. Use Code **** in the position if information is not available due to circumstances beyond the agency's control.	2 thru 7
		h. Use Code **** in the position if information is not available.	1
34. Primary Source of Support at Closure	192	a. Valid codes: 1 thru 4.	1 thru 7.
		b. Use Code * if information is not available due to circumstances beyond the agency's control.	2, 4 thru 7
		c. Use Code * if information is not available.	1
35. Medical Insurance Coverage at Closure	193-197	a. Valid codes: 0 or 1 for each position.	1 thru 7
		b. Use Code * in the position if information is not available due to circumstances beyond the agency's control.	2 thru 7
		c. Use Code * in the position if the information is not available.	1
36. Type of Closure[3]	198	Valid codes: 1 thru 7.	1 thru 7 **REQUIRED ELEMENT**

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[3] **Counts of each code 1 thru 7 MUST** equal counts derived from the 4th Quarter, Quarterly Cumulative Caseload Report (Form RSA-113). Agencies may be required to resubmit data, if there are discrepancies in counts of closure between the two systems.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
37. Reason for Closure	199-200	a. Valid codes: 00 thru 14. **b. Use Code 00 if Type of Closure (RP 198) is Code 3.** **c. Cannot equal Code 08, 09 or 11 if Type of Closure equals 4, 5, 6 or 7.** **d. The reason for closure code of 14 is applicable only if Type of Closure equals 4 AND Employment Status at Closure (RP 161) equals 2 (extended employment).** e. Fill in leading zero when it applies.	1 thru 7 **REQUIRED ELEMENT**
38. Date of Closure Year	201-208 201-204	See edit specifications for Element #5 (Date of Application). **a. Must equal Federal Fiscal Year of closure if Month of Closure (RP 205-206) equals 01-09.** **b. Must equal Federal Fiscal Year of Closure minus one if Month of Closure (RP 205-206) equals 10-12.**	1 thru 7 **REQUIRED ELEMENT**
39. Supported Employment Status	209	a. Valid codes: 0 thru 2.	3 thru 5
		b. Use Code * if information is not available due to circumstances beyond the agency's control..	3 thru 5
		c. Use Code * for all other closure codes	1, 2, 6 and 7

	ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
40.	Veteran Status	210	a. Valid codes: 0 or 1.	1 thru 7
			b. Use Code * if information is not available due to circumstances beyond the agency's control.	2 thru 7
			c. Use Code * if the information is not available.	1
41.	Significant Disability	211	a. Valid codes: 0 or 1.	1 thru 7
			b. Use Code * if the information is not available.	1
			c. If Type of Public Support (SSDI) is coded 1 at application (RP 62) or closure (RP 172), then significant disability should be coded 1.	1 thru 7
42.	Migrant and Seasonal Farmworkers	212	a. Valid codes: 0 thru 2.	1 thru 7
			b. Use Code * if the information is not available due to circumstances beyond the agency's control.	2 thru 7
			c. Use Code * if the information is not available.	1
43.	Projects With Industry	213	a. Valid codes: 0 or 1.	1 thru 7
			b. Use Code * if the information is not available due to circumstances beyond the agency's control.	2 thru 7
			c. Use Code * if the information is not available.	1