

U. S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION
AND REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, DC 20202

POLICY DIRECTIVE

RSA-PD-95-03

RSM-1250

DATE: February 17, 1995

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)
CLIENT ASSISTANCE PROGRAMS
REGIONAL REHABILITATION CONTINUING EDUCATION
PROGRAMS (RRCEPS)
RSA SENIOR MANAGEMENT TEAM

SUBJECT: Announcement of OMB Approval for Collection of the Quarterly Cumulative
Caseload Report (Form RSA-113)

POLICY

STATEMENT: Under the Paperwork Reduction Act of 1980, the Office of Management and
Budget (OMB) has cleared the Quarterly Cumulative Caseload Report (Form
RSA-113--OMB Number 1820-0013) for continued use. The approval
permits data collection on State agency caseload flows and volumes through
FY 1996.

For the first time in over a decade, substantial changes have been made to
Form RSA-113. The form now includes a separate section to track the
number of eligible persons whose rehabilitation services will be delayed
because they did not meet a State agency's order of selection priorities. To
account fully for the movement of these cases, it was necessary to establish
two new caseload statuses. They are (1) Status 04 to indicate that services to
the eligible individual will be delayed, and (2) Status 38 to signify a case
closure from that status. Despite these unavoidable additions to the Caseload
Status System, however, we have taken steps to simplify its concept.

In streamlining the Caseload Status System, we were mindful of the desire
expressed by State agencies for greater simplicity, and desirous of the need to
maintain common points of reference. The primary distinction now is just
between open statuses and closure, or closed, statuses. Each of these, in turn,
has five unique components. The most significant departure from the past is

that Statuses 10 to 24 are shown as a single component under the open statuses and are referred to as the Service Statuses. (The Caseload Status System summary is found at the end of the instructions to Form RSA-113.)

The requirement for new data is an outgrowth of provisions of the Rehabilitation Act Amendments of 1992 which have caused a rapid accumulation of cases in the active, or eligible, statuses, and large increases in persons not rehabilitated prior to the initiation of services. To an increasing degree, counts of persons in the Service Statuses include those who have not received, and may never receive, services because they do not meet the order of selection priorities. Terms like "persons served" and "rehabilitation rate" no longer fully agree with what they meant before 1992, and reported data are providing misleading indicators of program trends.

Altogether, revised Form RSA-113 contains eight additional lines of information. Six of the eight form the new Part B., the "Pre-Service Listing", and tracks the movement of individuals determined eligible for rehabilitation services, but who cannot presently receive them because they do not meet the agency's order of selection priorities. The other two new data cells have been added to Parts A. and C. to allow for the movement of cases from the Applicant Status and Extended Evaluation, respectively, to the Pre-Service Listing. **The eight new data items are to be completed only by State agencies operating under an order of selection during the fiscal year of reference.**

Because the new data will be critically important to the budget development process, it is requested that State agencies begin reporting on the new basis as soon as possible, but no later than for the Fourth Quarter of FY 1995 (due October 30, 1995). We understand, however, that some agencies may have to underreport their counts for a while because of this relatively short notice.

The due date for each quarterly submittal remains at 30 days after the period of reference. Send one copy to your RSA Regional Office and, at the same time, one to the following Central Office address:

Rehabilitation Services Administration
Financial Management and Information Systems Staff
Data Management Unit
Switzer Building

Washington, DC 20202-2703

The Central Office copy may be sent to the Data Management Unit by fax at 202-205-9772 to speed up the receipt of these important caseload data.

For the purpose of these data collections, State rehabilitation agencies shall comply with the requirements of 34 CFR 361.49 (Protection, use and release of personal information) in obtaining data from individual clients.

CITATIONS

IN LAW: Sections 12(a), 13, 14(a), 101(a)(9)(D) and 636 of the Rehabilitation Act, as amended, and the Paperwork Reduction Act of 1980, as amended.

CITATIONS IN

REGULATIONS: 34 CFR 361.23 and 34 CFR 361.49

EFFECTIVE DATE

OF POLICY: October 1, 1993

EXPIRATION

DATE: January 31, 1997

INQUIRIES: Regional Commissioners

Fredric K. Schroeder
Commissioner