

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

POLICY DIRECTIVE

RSA-PD-96-05

RSM-1250

Date: July 8, 1996

ADDRESSES: STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)
CLIENT ASSISTANCE PROGRAMS
RSA DISCRETIONARY GRANTEEES
RSA SENIOR MANAGEMENT TEAM

SUBJECT: Approval of Form RSA-636: The Annual Supported Employment
Caseload Report

BACKGROUND: The Office of Management and Budget (OMB) has approved the
continued collection of data from State vocational rehabilitation (VR)
agencies on Form RSA-636 through May 31, 1999, under the Paperwork
Reduction Act of 1980. The OMB number is 1820-0551. There are no
changes in either the previously approved Form RSA-636, which expired
on May 31, 1996, or the instructions.

POLICY

STATEMENT: The designated State unit, as appropriate, must submit reports in the form
and detail and at the time required in 34 CFR 361.23. The designated
State unit, as appropriate, must also comply with any requirements
necessary to assure the correctness and verification of reports.

Form RSA-636 is due to RSA by October 30 each Fiscal Year. One copy
is to be submitted to the appropriate RSA Regional Office and one copy
to:

Rehabilitation Services Administration
Financial Management and Information Systems Staff
Data Management Unit
330 C Street, S.W.
Switzer Building, Room 3042
Washington, DC 20202-2703

CITATIONS

IN LAW: Sections 12(a)(4), 13, 14(a), 101(a)(10), and 631 through 638 of the Rehabilitation Act of 1973, as amended, and the Paperwork Reduction Act of 1980, as amended.

CITATIONS IN
REGULATIONS:

34 CFR 361.23 and 363.52

EFFECTIVE DATE
OF POLICY:

Immediate

EXPIRATION
DATE:

May 31, 1999

INQUIRIES TO:

RSA Regional Commissioners

Fredric K. Schroeder
Commissioner, RSA

Attachment

UNITED STATES DEPARTMENT OF EDUCATION
Office of Special Education and Rehabilitative Services
Rehabilitation Services Administration
Washington, D.C. 20202

ANNUAL SUPPORTED EMPLOYMENT CASELOAD REPORT

State & Agency _____ () Blind Fiscal Year 199
() General/Combined

CASELOAD ITEM	C	TOTAL	WITH
		SUPPORTED EMPLOYMENT CASES	TITLE VI, Part FUNDS SPENT
		(a)	(b)
1. On hand, October 1		_____	<u>xxxxxxxx</u>
2. New supported employment cases, October 1 to September 30		_____	<u>xxxxxxxx</u>
3. Total available during fiscal year (Sum of Lines 1 and 2 for Column (a). Also, must equal sum of Lines 4 and 5 for both Columns (a) and (b)			
4. Total closed (Sum of Lines 4a to 4d)			
a. Rehabilitated: competitively employed--all special criteria met			
b. Rehabilitated: competitively employed--not all special criteria met			
c. Rehabilitated: not competitively employed			
d. Not rehabilitated (Statuses 28 and 30)			
5. On hand, September 30 (Line 3			

minus Line 4)

6. Total State and Federal funds expended during the fiscal year on cases after an IWRP has been developed (computed to the nearest dollar) \$_____

Person to contact if questions
arise about this form (print name)
Phone () _____ Authorized signature
Date

Estimate of Burden

Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or other aspects of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651 and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

FORM RSA-636 - ANNUAL SUPPORTED EMPLOYMENT CASELOAD REPORT

PURPOSE

Form RSA-636 was developed to provide broadly based monitoring information on the flow of supported employment cases into and out of the caseloads of State vocational rehabilitation agencies. The State Supported Employment Services program was established by the 1986 Amendments to the Rehabilitation Act for the purpose of reaching individuals with severe disabilities for whom competitive employment has not traditionally occurred or has been interrupted or intermittent. Section 636 of the Rehabilitation Act requires the collection of client information on supported employment cases and the separation of such data by the titles under which these cases may be served--Titles I and VI, Part C.

Client information has been established in the Case Service Report (RSA-911) which will generate much detail about who the supported employment clients are, how they interact with the rehabilitation process, and what the outcomes of services are for them. The RSA-911 system, however, is a closed case system and cannot provide current caseload information. Form RSA-636 has been designed to fill this data gap and to permit the tabulation of data on supported employment efforts in State agencies more quickly. (Definitions of terms relative to supported employment may be found in applicable program regulations and do not appear in these instructions.)

TRANSMITTAL OF THE REPORT

Within 30 days after the end of the fiscal year covered by the report, send one copy of Form RSA-636 to your RSA Regional Office and one copy to the following RSA Central Office address: Rehabilitation Services Administration, Financial Management and Information Systems Staff, Data Management Unit, 330 C Street, S.W., Switzer Building, Room 3042, Washington, D.C. 20202-2703.

INSTRUCTIONS TO HEADING AND END OF FORM

State and agency - Enter the name of the State and check the appropriate box to indicate a general or combined agency or agency for the blind.

Fiscal Year - Enter the Federal fiscal year (October 1 to September 30) to which the form relates.

Person to contact about this form - Print the name of a person who can answer questions about the contents of Form RSA-636 should they arise. Include this person's phone number.

Authorized signature - The appropriate State agency official should sign the form to certify that it is complete and correct.

Date - Enter the month, day and year in which the form is transmitted to RSA.

INSTRUCTIONS TO BODY OF REPORT

Column (a) - Total, Supported Employment Cases

Each line in Column (a) reflects the caseload status of all supported employment cases, regardless of the source of funding, for the fiscal year to which the report pertains. For the purpose of Form RSA-636, a supported employment case is one in which the client's individualized written rehabilitation program (IWRP) reflects a service plan leading toward supported employment at any time while he or she is receiving rehabilitation services. Retain the classification of a case as "supported employment" even if the IWRP is revised to eliminate the provision of supported employment services. The cases recorded in Column (a) will be those defined by Code 1 or Code 2 in the RSA-911 (Case Service Report) item on Supported Employment Status (Record Position (RP) 130).

Column (b) - With Title VI, Part C Funds Spent

Each line in Column (b) reflects the caseload status of those supported employment cases on which some amount of money under Title VI, Part C of the Rehabilitation Act has been spent. The number of cases recorded on each line of Column (b) may equal, but cannot exceed, the number shown on the same line in Column (a). For the purpose of Form RSA-636, a Title VI, Part C supported employment case is one on which Title VI, Part C money was spent at any time during the rehabilitation process (not necessarily in the fiscal year of reporting). Retain the classification of a case as "Title VI, Part C" even if the State agency is no longer using Title VI, Part C monies to provide services. The cases recorded in Column (b) will be those defined by Code 1 in the RSA-911 (Case Service Report) item on Supported Employment Status (RP 130).

Line 1 - On hand, October 1

Enter the number of supported employment cases on hand in the active statuses (Statuses 10-24) at the beginning of the fiscal year of reporting. This figure should be the same as the number of active cases remaining at the end of the previous fiscal year.

Line 2 - New supported employment cases, October 1 to September 30

Enter the cumulative number of cases whose IWRP reflects, for the first time, a service plan leading toward supported employment. This number is composed of (a) cases that are new to the active statuses (Status 10 and beyond) during the fiscal year of reporting and (b) cases that were carried over from the previous fiscal year in Statuses 10 to 24 and whose IWRP was revised in the fiscal year of reporting to reflect a service plan leading to supported employment.

Line 3 - Total cases available during fiscal year

For Column (a), Line 3 is the sum of Lines 1 and 2 and represents the total number of supported employment cases available for processing at any time during the fiscal year of reporting. Line 3 is also the sum of Line 4 (total closed during the fiscal year) and Line 5 (the number in the active statuses at the end of the fiscal year - September 30).

For Column (b), Line 3 is the sum of Lines 4 and 5 and represents the total number of supported employment cases available for processing at any time during the fiscal year AND on whom some Title VI, Part C monies have been expended during the rehabilitation process (not necessarily in the fiscal year of reporting).

Line 4 - Total closed, October 1 to September 30

Enter the total number of supported employment cases closed from the active statuses during the fiscal year as rehabilitated (Status 26) or not rehabilitated (Statuses 28 and 30). For both Columns (a) and (b), Line 4 is the sum of Lines 4a, 4b, 4c and 4d.

Line 4a - Rehabilitated: competitively employed--all special criteria met

Enter the number of supported employment cases rehabilitated (Status 26) into the competitive labor market during the fiscal year meeting all of the special criteria unique to supported employment. See the applicable program regulations for the listing and definition of these criteria. (The competitive labor market is indicated by Code 1 in RP 110 in the RSA-911 item on Work Status at Closure.)

The rehabilitated cases recorded in Column (a) of Line 4a will be those identified by Code 1 or Code 2 in the RSA-911 item on Supported Employment Status (RP 130) AND by Code 1 in the item on Supported Employment Outcome (RP 131).

The rehabilitated cases recorded in Column (b) of Line 4a will be those identified by Code 1 in the RSA-911 item on Supported Employment Status (RP 130) AND by Code 1 in the item on Supported Employment Outcome (RP 131).

Line 4b - Rehabilitated: competitively employed--not all special criteria met

Enter the number of supported employment cases rehabilitated (Status 26) into the competitive labor market during the fiscal year not meeting all of the special criteria unique to supported employment. That is, one or more of the criteria relative to supported employment was not met. (The competitive labor market is indicated by Code 1 in RP 110 in the RSA-911 item on Work Status at Closure.)

The rehabilitated cases recorded in Column (a) of Line 4b will be those identified by Code 1 or Code 2 in the RSA-911 item on Supported Employment Status (RP 130) AND by Code 2 in the item on Supported Employment Outcome (RP 131).

The rehabilitated cases recorded in Column (b) of Line 4b will be those identified by Code 1 in the RSA-911 item on Supported Employment Status (RP 130) AND by Code 2 in the item on Supported Employment Outcome (RP 131).

Line 4c - Rehabilitated: not competitively employed

Enter the number of supported employment cases rehabilitated (Status 26) during the fiscal year, but not into the competitive labor market, according to the classification system of the RSA-911. The individual, rather, is classified as vocationally rehabilitated into one of the following work statuses at closure: sheltered workshop work, self-employment (including state-agency-managed business enterprises), homemaking and unpaid family work. (These work statuses are represented by Codes 2, 3, 4, 5 and 6 in the RSA-911 item on Work Status at Closure in RP 110.)

The rehabilitated cases recorded in Column (a) of Line 4c will be those identified by Code 1 or Code 2 in the RSA-911 item on Supported Employment Status (RP 130) AND by Code 3 in the item on Supported Employment Outcome (RP 131).

The rehabilitated cases recorded in Column (b) of Line 4c will be those identified by Code 1 in the RSA-911 item on Supported Employment Status (RP 130) AND by Code 3 in the item on Supported Employment Outcome (RP 131).

Line 4d - Not rehabilitated (Statuses 28 and 30)

Enter the number of supported employment cases closed as not rehabilitated (Statuses 28 and 30) during the fiscal year.

Cases not rehabilitated recorded in Column (a) of Line 4d will be those identified by Code 1 or Code 2 in the RSA-911 item on Supported Employment Status (RP 130) AND by Code 4 or Code 5 in the item on Type of Closure (RP 121).

Cases not rehabilitated recorded in Column (b) of Line 4d will be those identified by Code 1 in the RSA-911 item on Supported Employment Status (RP 130) AND by Code 4 or Code 5 in the item on Type of Closure (RP 121).

Line 5 - On hand, September 30

Enter the number of supported employment cases on hand in the active statuses (Statuses 10-24) at the end of the fiscal year. For both columns (a) and (b), Line 5 must equal Line 3 minus Line 4.

Line 6 - Total State and Federal funds expended during the fiscal year on cases after an IWRP has been developed

Enter the total funds (computed to the nearest dollar) expended during the fiscal year for case services on supported employment cases after an IWRP has been developed for such cases (Status 12). The total should include all State and Federal funds. This computation should include cases in which supported employment was initially determined to be the most appropriate goal as well as cases in which supported employment was determined to be appropriate only after another course had been attempted. For the latter, the expenditures will be those made subsequent to the development of the revised IWRP. The amount on Line 6 should apply to the total number of supported employment cases available as shown on Line 3, column (a).