

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

INFORMATION MEMORANDUM

RSA-IM-91-01

DATE: October 5, 1990

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

SUBJECT : Uniform Monitoring Instruments for the Client Assistance Program

Attached are final instruments which will be used by RSA Regional Office staff to monitor the Client Assistance Program (CAP). These instruments were previously shared with you in draft. Comments were received from CAP agencies, NAPAS and CSAVR. The instruments were revised based upon that input as well as field testing experiences in several regions. The instruments were finalized by a work group which included CAP directors, State VR directors and a NAPAS representative.

The instruments for monitoring CAP agencies include: (1) Governor's Assurance Compliance Review Guide, which assesses compliance with the assurances submitted to RSA in order to receive CAP funds, and (2) CAP Case File Review Guide, which assesses the appropriateness of CAP services provided to eligible individuals.

RSA Regional Office staff will begin using these instruments in FY 1991 to monitor CAP agencies. It is anticipated that each designated CAP agency will be reviewed on a three-year cycle, with one-third of the agencies reviewed in FY 1991.

INQUIRES TO: RSA Regional Commissioner

Nell C. Carney
Commissioner
Rehabilitation Services Administration

Attachments (2)

cc: Executive Director, NAPAS
Executive Director, CSAVR