Case Service Report (RSA-911) – PD 19-03 Implementation Checklist

To help State VR agencies prepare for the implementation of the revised RSA-911 (PD-19-03), which is effective July 1, 2020, the WINTAC offers this checklist to State VR agency personnel who are responsible for RSA-911 data collection and reporting activities. This checklist is not exhaustive and we encourage you to access the RSA-911 training series developed in partnership with the Rehabilitation Services Administration (RSA) for further detail on these requirements.

General Implementation

☐ Your agency understands general changes in the RSA-911 (e.g., additions/deletions of Data Elements and codes, reporting changes, performance requirements) and how they will impact the role of VR Counselors and agency reporting.

☐ Your case management system is capable of capturing and reporting all PD 19-03 requirements.

- Revisions to policy and procedures necessary due to PD 19-03 changes
- Additional training for counselors

☐ Your agency understands RSA's correction procedures when errors are identified in your system and/or data.

☐ Your agency has aligned its internal controls for data collection and reporting and its case management system with the RSA-911 edit checks.

☐ Your agency has implemented the necessary internal control requirements outlined in PD 19-03, including processes to ensure accuracy and validity of the data.

Reporting Expenditures for VR Services

☐ Your case management system accurately captures and reports VR services, including pre-employment transition services (Pre-ETS), and expenditures, through agency purchase, in the quarter that they occur.

- Provided by VR Agency Staff (in-house)
- Provided through VR Agency Purchase
- Provided by Comparable Services and Benefits Providers

☐ Your agency has a process for ensuring all services reported on the RSA-911 are services listed on the Individualized Plan for Employment (IPE), necessary to reach the employment goal.

Pre-Employment Transition Services (Pre-ETS)

☐ Your case management system accurately captures and reports the required RSA-911 data elements for potentially eligible students with disabilities (SWD) <u>and</u> those who receive Pre-ETS as a participant under an IPE.

- Reportable Individual vs. Participant
- Removal of Comparable Services and Benefits Providers

☐ Your agency understands the new reporting requirements for potentially eligible students with disabilities (SWD), who may not exit in the same manner as applicants, eligible individuals, or participants.

☐ Your case management system accurately captures and reports the additional allowable services under an IPE (i.e., NOI) that can be charged to the Pre-ETS 15% reserve.

☐ Your agency has processes in place to ensure accurate tracking and reporting of each required Pre-ETS provided for each SWD, whether served through contracts or through services provided in group settings.

Supported Employment (SE) Services

☐ Your agency understands when and how to use title VI SE funds.

- Policy and procedures changes necessary due to PD 19-03 changes
- Additional training for counselors

☐ Your case management system accurately captures and reports SE services, Customized Employment Services, and the use of title I and/or title VI finds.

☐ Your agency has processes in place to accurately exit a participant in competitive integrated employment in SE.

WIOA Performance Measures

☐ Your agency has policies and training in place to ensure the correct Reason for Exit is accurately reported at all stages of the VR process.

☐ Your case management system accurately captures and reports the post-exit data elements.

- Post-exit credentials and secondary credential special rules
- Unemployment Insurance (UI), State Wage Interchange System (SWIS), and other data sharing

☐ Your agency has data validation procedures in place to validate RSA-911 data through supporting documentation.

☐ Your agency has policies and procedures related to capturing accurate participant characteristics, supplemental wage information, when necessary, and additional performance data.

Credential Attainment and Measurable Skill Gains (MSG)

☐ Your agency has a clear understanding of the changes and additions to the MSG data elements.

- Policy and procedures updates due to PD 19-03 changes
- Additional training for counselors

☐ Your case management system accurately captures and reports the Credential Attainment and MSG required data elements.

- Enrollment, completion/disenrollment, attainment/post-exit
- Additional training for counselors

☐ Your agency has the necessary data analytic abilities to measure MSG progress during the program year in order to assess the agency's likelihood of meeting the Negotiated MSG Targets each program year.

ETA 9169 WIOA Annual Report

☐ Your agency understands the structure, contents, and requirements of the ETA 9169, including where these data elements report from your case management system.

☐ Blind and general agencies have a mechanism to evaluate their own agency data that is combined as title IV in the ETA 9169, to analyze progress, program improvement needs, and to make data-informed decisions.

☐ Your agency has a process for capturing expenditures required for the ETA 9169 Annual report that are not reported in the RSA-911 (e.g., RSA-2).

- Training and Career services agency contract/Third Party Cooperative Arrangements
- Training and Career services provided by VR agency staff (in-house)