

Volume 10: DAF17 Administrative Source File Documentation

October 2019

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GLOSSARY

AB	Accelerated Benefits Demonstration
ADM	Awardee Data Mart
AIME	Average Indexed Monthly Earnings
B.E.S.T.	Benefits Entitlement Services Team
BFW	Benefits forgone due to work
BIC	Beneficiary Identification Code
BMF	Budget Month Factor
BOAN	Beneficiary's Own Account Number
BOND	Benefit Offset National Demonstration
BOPD	Benefit Offset Pilot Demonstratio
CAN	Claim Account Number
CDR	Continuing Disability Review
CDRCF	CDR Control File
CER	Characteristics Extract Record 100% Field File
COLA	Cost-of-Living Adjustment
DAC	Disabled Adult Child
DAF	Disability Analysis File (previously known as TRF)
DBAD	Disabled Beneficiary and Dependents Extract
DCF	Disability Control File
DDS	Disability Determination Services
DER	Detailed Earnings Record
DI	Disability Insurance, also referred to as SSDI
DMG	Demographic component of the DAF
DSN	Dataset names

DWB	Disabled Widow Beneficiaries
EN	Employment Network (also called a TTW provider)
EPE	Extended Period of Eligibility
EVS	Enumeration Verification System
EXR	Expedited Reinstatement
FBR	Federal Benefit Rate
FCI	Federal Countable Income
FIPS	Federal Information Processing Standards (in reference to U.S. Census standardized codes for uniform identification of geographic entities)
FRA	Full Retirement Age
HI	Hospital Insurance (Medicare Part A)
HOPE	Homeless Outreach Projects and Evaluation Demonstration
HUN	Housed Under Number
ICD-9	International Classification of Diseases Coding Scheme
IPE	Individualized Plan for Employment, developed by SVR Agency
IRS	Internal Revenue Service
IRWE	Impairment-Related Work Expense
LAF	Ledger Account File
LAUS	Local Area Unemployment Statistics
LRF	Longitudinal Record Format
MBR	Master Beneficiary Record
MBR810	MBR extract, version number 810
MBR814	MBR extract, version number 814
MEF	Master Earnings File
MHTS	Mental Health Treatment Study
MIE	Medical Improvement Expected

MO	Milestone + Outcomes payment system
MPR-EVS	Mathematica's EVS
NBS	National Beneficiary Survey
NSCF	National Survey of SSI Children and Families
NUMIDENT	Numerical Identification File
OIM	Office of Information Management
OO	Outcomes-Only payment system
PAN	Person's Account Number
PASS	Program to Achieve Self-Support
PHUS	Payment History Update System
PIA	Primary Insurance Amount
PIN	Personal Identification Number
POD	Promoting Opportunity Demonstration
POMS	SSA's Program Operations Manual System
PROMISE	Promoting Readiness of Minors in SSI
Provider	Service provider under TTW (also called an EN)
PUF	Public Use File
REMICS	Revised Management Information Counts System
RIB	Retirement Insurance Benefits
RMA	Retrospective Monthly Accounting
RSA	Rehabilitation Services Administration
RSA-911	RSA Case Service Report
SAIPE	Small Area Income and Poverty Estimates
SAS	Statistical Analysis Software, used to produce the DAF
SCWF	Standalone Companion Work File

SED	Supported Employment Demonstration
SER	Summary Earnings Record
SGA	Substantial Gainful Activity
SMI	Supplemental Medical Insurance (Medicare Part B)
SNAP	Supplemental Nutrition Assistance Program
SSN	Social Security Number
SSA	Social Security Administration
SSDI	Social Security Disability Insurance (also referred to as DI)
SSI	Supplemental Security Income
SSI-LF	SSI - Longitudinal File
SSR	Supplemental Security Record
STW	Suspension or termination of cash benefits for work
SVR Agency	State Vocational Rehabilitation Agency
T2	Title II, the SSDI Program
T16	Title XVI, the SSI Program
TANF	Temporary Assistance for Needy Families
TCNEI	Total countable non-earned income
TKT	DAF component containing data related to TTW participation
TRF	Ticket Research File, now called the DAF
TTW	Ticket to Work
TWP	Trial Work Period
VR	Federal/State Vocational Rehabilitation program
VRRMS	Vocational Rehabilitation Reimbursement Management System; data from this system is contained in the Payments component
YTD	Youth Transition Demonstration

OVERVIEW OF DAF DOCUMENTATION

The documentation for the DAF consists of the eleven volumes described below. Questions about these documents should be directed to ORDES.DAF@ssa.gov. All of these documents are available at <https://www.ssa.gov/disabilityresearch/daf.html>.

- **Volume 1: Getting Started with the DAF17.** Provides an overview of the structure and contents of the DAF and related linkable files.
- **Volume 2: Working with the DAF17.** Contains practical suggestions such as how to extract data and interpret blank or missing variables as well as more detailed information on DAF data marts and linkable files.
- **Volume 3: Tips for Conducting Analysis with the DAF17.** Contains suggestions for working with common research concepts in the DAF such as program participation, benefits paid versus benefits due, and constructed measures related to beneficiary work activity resulting in the loss of cash benefits.
- **Volume 4: Lists of DAF17 Variables.** Contains lists of new, changed, and deleted variables, as well as lists of variables by DAF component and analytic category.
- **Volume 5: DAF Variable Detail Pages.** Contains specifications for each DAF variable, including name, definition, data format, identification of the DAF component to which it belongs, data source, availability, and (where applicable) SAS code used to construct the variable.
- **Volume 6: Validating the DAF17 Against Other Sources.** Provides an explanation of validation methods and summary of validation results.
- **Volume 7: DAF17 Development History and Construction Methods.** Describes key changes in DAF construction methodology over time as well as a description of each step in the current year DAF construction process.
- **Volume 8: DAF17 Construction Workflow Charts and Task Tables.** Provides detailed information in both chart and table format on each step in the current year DAF construction process.
- **Volume 9: DAF17 Source File Descriptions.** Describes the administrative source files used to construct the DAF.
- **Volume 10: DAF Administrative Source File Documentation.** Contains documentation from SSA or other agencies on the administrative source files described in Volume 9.
- **Volume 11: DAF17 Construction Code.** Contains all SAS code used to construct the DAF.

The following table provides specific locations for common research-related questions and issues.

In order to ...	Refer to ...
Get started with a research task	Volume 2, "Working with the DAF17," for information about selecting beneficiaries using finder files versus selection criteria
Identify what's changed in the latest version of the DAF	Volume 1, "Getting Started with the DAF17"
View lists of DAF variables	Volume 4, "Lists of DAF17 Variables"
Understand individual variable definitions, specifications, and value ranges	Volume 5, "DAF17 Variable Detail Pages"
Understand the structure of the DAF data files at a high level	Volume 1, "Getting Started with the DAF17"
Identify variables for a specific research task	Volume 4, "Lists of DAF17 Variables," for a list of variables contained within each DAF file and by analytic category
Understand the beneficiaries for which the DAF does and does not contain data	Volume 1, "Getting Started with the DAF17"
Identify SSA administrative data sources for the DAF	Volume 9, "DAF17 Source File Descriptions"
Generate ideas for using the DAF more efficiently	Volume 1, "Getting Started with the DAF17" and Volume 2, "Working with the DAF17"
Find suggested ways to identify common research concepts in the DAF, such as calculating age of retirement, or disability title	Volume 3, "Tips for Conducting Analysis with the DAF17"
Understand what variables have changed in the most recent DAF	Volume 4, "Lists of DAF17 Variables"
Read about how information in the DAF is validated against other sources	Volume 6, "Validating the DAF17 Against Other Sources"

DAF SOURCE FILE LAYOUT DATES

Below is a summary of the administrative source file layouts that were used to construct DAF17. Source file layouts may be updated from year to year; for this reason, Table 1 provides the effective date of the layout or date in which the layout was accessed.

Table 1. DAF source file layout dates

Monthly Snapshot Files	Current Date of Layout
DBAD	Effective Date: 12/2016
CER 100%	Effective Date: 03/2013; 10/2017
831 & 832/833	Effective Date: 03/2014; 09/2011
SSI Longitudinal	Effective Date: 06/2015
NUMIDENT	Effective Date: 01/1999
MBR 815	Effective Date: 05/10/2018
PHUS	Effective Date: 05/10/2018
MEF Earnings (bucket file)	Effective Date: 10/28/2011
DCF	
Annual Layouts	Accessed on: 06/15/2018
DMG Layouts	Accessed on: 07/12/2018
Ticket Layouts	Accessed on: 05/24/2018

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APPENDIX A

FILE LAYOUT OF THE MBR

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Start Location	End Location	SIZE	Variable Tag	FIELD CONTENT
ACCOUNT DATA				
1	9	9	CAN	Claim Account Number
10	10	1	TAC	Type of Award Code
11	11	1	RP	RACE 1=WHITE, 2=NEGRO, 3=OTHER, 4=UNKNOWN
12	16	5	LSPA	Lump Sum Payment Amount (\$\$\$cc)
Payment Data				
17	18	2	PIC	Payment Identification Code
19	20	2	PNOB	Number of Beneficiaries in Payment
21	25	5	MPA	Monthly Payment Amount (\$\$\$c)
26	26	1	PSC-CP	Payment Status Code "CP"
27	27	1	PSC-AF	Payment Status Code "AF"
28	28	1	PSC-FP	Payment Status Code "FP"
29	31	3	DOC	District Office Code
32	36	5	SCC	State & County Code
37	41	5	ZIP	Zip Code
42	42	1	LSSC-DSALLW	Lump Sum Status Code Claimant Disallowed
43	43	1	LSSC-FUNRHOM	Lump Sum Status Code Funeral Home
44	44	1	LSSC-CLMNTBURL	Lump Sum Status Code Burial Expenses
45	45	1	LSSC-LISH-SPSE	Lump Sum Status Code Living with spouse
46	46	1	LSSC-CLMNTPMNT	Lump Sum Status Code Calimant Authorized payment
47	47	1	LSSC-ENTITLEWIDW	Lump Sum Status Code Entitled Widow
48	48	1	LSSC-ENTITLECHLD	Lump Sum Status Code Entitle Child
49	54	6	LSFD	Lump Sum Filing Date (MMCCYY)
55	59	5	LSAP	Lump Sum Award Amount (\$\$\$cc)
60	60	1	LSDC	Lump Sum Disallowance Code
Beneficiary Data				
61	62	2	BIC	Beneficiary Identification Code
63	64	2	LAF	Ledger Account File
65	72	8	DOB	Beneficiary Date of birth (MMDDCCYY)
73	87	15	BGN	Beneficiary Given Name
88	107	20	BLN	Beneficiary Last Name
108	113	6	DOEI	Date of Earliest Entitlement (MMCCYY)
114	119	6	DOEC	Date of Current Entitlement (MMCCYY)
120	120	1	CEC	Current Entitlement Code
121	128	8	DRD	Debit Processing Date (MMDDCCYY)
129	134	6	DOST	Date of Suspension or Termination (MMCCYY)
135	135	1	SEX	Sex of Beneficiary
136	136	1	RELATC	Relationship Code
137	141	5	MBP	Monthly Benefit Payment Amount (\$\$\$c)
142	142	1	LANG	Written Language
143	144	2	TOC_ENTR_NBR	Number of TOC occurrences
145	164	20	TOC	Type of Claim - 20 OCCURENCES
165	170	6	TOC-START-DT	Toc Start Date MMCCYY
171	284	114		Toc Start Date MMCCYY Occurences 2 thru 20
285	287	3	RDD	Reason for Disallowance or Denial
288	288	1	TOP	Type of Payee
289	289	1	CC	Custody Code
290	290	1	GS	Guardian Status
291	295	5	RZIP	Residence Zip Code
296	296	1	SIFT	Security Income File Type

Start Location	End Location	SIZE	Variable Tag	FIELD CONTENT
297	302	6	SIED	SSI Entitlement /Termination Date (MMCCYY)
303	303	1	SLAC	SSI Living Arrangement Code
304	304	1	SISC	SSI Income Status Code
305	313	9	BOAN	Beneficiary own account Number
314	321	8	BDOD	Beneficiary Date of Death (MMDDCCYY)
Beneficiary Claim Data Data				
322	323	2	BCLM-NDOF-CTR	Beneficiary Date of Fling - Num of occurrences
324	331	8	BCLM-BDOF(1)	Beneficiary Date of Filing (MMDDCCYY)
332	523	192		BDOF occurrence 2 thru 25 (MMDDCCYY)
524	529	6	BCLM-BDOE-START(1)	Beneficiary Date of Entitlement Start (MMCCYY)
530	673	144		BDOE-START occurrence 2 thru 25 (MMCCYY)
674	679	6	BCLM-BDOE-TERM(1)	Beneficiary Date of Entitlement Term (MMCCYY)
680	823	144		BDOE-TERM occurrence 2 thru 25 (MMCCYY)
824	825	2	BCLM-BIC(1)	Historical - Beneficiary Identification Code
826	873	48		BIC occurrence 2 thru 25
874	874	1	BCLM-CEC(1)	Historical - Current Entitlement Code
875	898	24		CEC occurrence 2 thru 25
Hospital Insurance Data				
899	900	2	NHI	Number of HI occurrences
901	906	6	HI-START (1)	HI Start Date (MMCCYY)
907	960	54		HI Start Date (MMCCYY) (2-10)
961	966	6	HI-TERM (1)	HI Termination Date (MMCCYY)
967	1020	54		HI Termination Date (MMCCYY) (2-10)
Supplemental Medical Insurance Data				
1021	1022	2	NSMI	Number of SMI occurrences
1023	1028	6	SMI-START (1)	Start Date of SMI Enrollment (MMCCYY)
1029	1142	114		Start Date of SMI Enrollment (MMCCYY) (2-20)
1143	1148	6	SMI-TERM (1)	SMI Termination Date (MMCCYY)
1149	1262	114		SMI Termination Date (MMCCYY) (2-20)
PIA History Data				
1263	1265	3	NPIA	Number of PIA Entries
1266	1271	6	PIED (1)	Primary Insurance Effective Date (MMCCYY)
1272	2165	894		PIED occurrence 2 thru 150
2166	2170	5	PIA (1)	Primary Insurance Amount (\$\$\$\$c)
2171	2915	745		PIA occurrence 2 thru 150
2916	2919	4	IME (1)	Indexed Monthly Earnings \$\$\$\$
2920	3515	596		TIME (occurrences 2 - 150)
3516	3516	1	RFCP (1)	Reason for Change in Primary Insurance Amount
3517	3665	149		RFCP (occurrence 2 - 150)
3666	3670	5	FMAX (1)	Family Maximun \$\$\$\$c
3671	4415	745		FMAX (occurrences 2 - 150)
4416	4419	4	ELY (1)	Eligibility Year
4420	5015	596		ELY (occurrences 2 - 150)
Disability Data				
5016	5021	6	DLM	Date Last Insured For Disability (MMCCYY)
5022	5023	2	NODF	Number of Disability Data Occurrences
5024	5031	8	DDO (1)	Date of Disability Offset (MMDDYYYY)
5032	5119	88		DDO (Occurrence 2 - 12)
5120	5120	1	DAC (1)	Disability Award Code
5121	5131	11		DAC (Occurrence 2 - 12)

Start Location	End Location	SIZE	Variable Tag	FIELD CONTENT
5132	5132	1	LOD (1)	Level of Denial Code
5133	5143	11		LOD (Occurrence 2 - 12)
5144	5149	6	DOED (1)	Date of Entitlement to DIB (MMCCYY)
5150	5215	66		DOED (Occurrence 2 - 12)
5216	5221	6	T2-DOED(1)	T2 Date of Entitlement to DIB (MMCCYY)
5222	5287	66		T2- DOED (Occurrence 2 - 12)
5288	5293	6	DDBC (1)	Date of Disability Benefit Cessation (MMCCYY)
5294	5359	66		DDBC (Occurrence 2 - 12)
5360	5365	6	DSD (1)	Disability Adjudication Date (MMCCYY)
5366	5431	66		DSD (Occurrence 2 - 12)
5432	5437	6	HDD (1)	Hearing Decision Date (MMCCYY)
5438	5503	66		HDD (Occurrence 2 - 12)
5504	5509	6	SDS (1)	Substantial Gainful Activity Disability Cessation (MMCCYY)
5510	5575	66		SDS (occurrence 2 - 12)
5576	5581	6	ADC (1)	Applicants Disability Cessation (MMCCYY)
5582	5647	66		ADC (occurrence 2 - 12)
5648	5653	6	APS (1)	Appeals (MMCCYY)
5654	5719	66		APS (Occurrence 2 - 12)
5720	5725	6	EBD (1)	Extended Period of Disability Begin Date (MMCCYY)
5726	5791	66		APS (Occurrence 2 - 12)
5792	5793	2	BDC (1)	Basis for denial Code
5794	5815	22		BDC (occurrence 2 - 12)
5816	5816	1	CDR (1)	Cessation of Disability Reason
5817	5827	11		CDR (Occurrence 2 - 12)
5828	5828	1	CSA (1)	Current Substantial Gainful Activity
5829	5839	11		SGA (Occurrence 2 - 12)
5840	5840	1	PRY (1)	Pending Appeals Review
5841	5851	11		PRY (Occurrence 2 - 12)
5852	5852	1	DAA (1)	Durg Addiction/Alcoholism Code
5853	5863	11		DAA (Occurrence 2 - 12)
5864	5873	10	DIG (1)	Diagnosis Code
5874	5983	110		DIG (Occurrences 2-12)
5984	5993	10	SDIG (1)	Secondary Diagnosis Code
5994	6103	110		SDIG (Occurrence 2-12)
Payment History Data (01/94 - 12/17)				
6104	6108	5	MBA (1)	Monthly Benefit Amount \$\$\$\$c
6109	7543	1435		MBA (Occurrences 2 - 288)
7544	7548	5	MBC (1)	Monthly Benefit Credited --- \$\$\$\$c
7549	8983	1435		MBC (Occurrences 2 - 288)
8984	8988	5	MBP (1)	Monthly Benefits Paid \$\$\$\$c
8989	10423	1435		MBP (Occurrences 2 - 288)
10424	10427	4	HSA (1)	Historical SMI Amount \$\$\$c
10428	11575	1148		HSA (Occurrences 2 - 288)
11576	11576	1	BPD (1)	Benefit Payment Designation
11577	11863	287		BPD (Occurrences 2 - 288)
11864	11864	1	RFD (1)	Reason For Deduction
11865	12151	287		RFD (Occurrences 2 - 288)
12152	12152	1	WIC (1)	Work Indication Code
12153	12439	287		WIC (Occurrences 2 - 288)
12440	12445	6	HRFST (1)	Reason for Suspension or Termination
12446	14167	1722		HRSFT (Occurrences 2 - 288)

Start Location	End Location	SIZE	Variable Tag	FIELD CONTENT
14168	14169	2	LAF (1)	Monthly LAF Status
14170	14743	574		LAF (Occurrences 2 - 288)
Demonstration Project Data				
14744	14745	2	NHDEMO	Number of Demonstration Project Data Occurrences
14746	14747	2	DPI (1)	Demonstration Project Indicator
14748	14765	18		Demonstration Project Indicator (2-10)
14766	14771	6	DPI-START (1)	DPI Start Date (MMCCYY)
14772	14825	54		DPI-START (Occurrence 2 - 10)
14826	14831	6	DPI-STOP (1)	DPI Stop Date (MMCCYY)
14832	14885	54		DPI-STOP (Occurrence 2 - 10)
Insured Status Data				
14886	14887	2	NINSD	Number of Insured Status Data Occurrences
14888	14889	2	INSD-DIBREQ (1)	DIB quarters of coverage required
14890	14917	28		INSD-DIBREQ (Occurrence 2 - 15)
14918	14919	2	INSD-DIBHAS (1)	DIB quarters of coverage possessed
14920	14947	28		INSD-DIBHAS (Occurrence 2 - 15)

APPENDIX B

**FILE LAYOUTS OF THE SSR: SUPPLEMENTAL SECURITY INCOME
LONGITUDINAL FILE AND LFAV CUSTOM EXTRACT**

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**SSI Longitudinal File
Record Description**

TAB D

1 of 2

Effective unknown

Location	Field Name	Action	Acronym	Size	Format	Type
1	Housed Under Number		HUN	9		A/N
10	Social Security Number		PAN	9		A/N
19	Transaction Code (Type of Action)		TOA	2		A/N
21	Comp. Status Type of Action (most current)		COMP-STAT-TOA	2		A/N
23	Master File Type Code		MFT	2		A/N
25	Earliest Computation Date		START-RD	6	CCYYMM	N
31	Filler		----	9		A/N
40	Application Type		AP-TYPE	1		A/N
41	Record Establishment Date		RCD-EST-JD	8	CCYYMMDD	N
49	Date of Birth		BIRTH-JD	8	CCYYMMDD	N
57	Date of Death		DEATH-JD	8	CCYYMMDD	N
65	MBR Ledger Account File Code		LAF	2		A/N
67	Current Payment Status		CURSTAT	3		A/N
70	Sex		SEX	1		A/N
71	Race		RACE	1		A/N
72	Date of Current Eligibility		ELG-RD	6	CCYYMM	N
78	Application Date (current)		APPL-JD	8	CCYYMMDD	N
86	8080 Date		8080-JD	8	CCYYMMDD	N
94	Transmitting District Office Code		X-MITNG-DO	3		A/N
97	Title 8 Veteran		T8VET	1		A/N
98	Denial Code		DENCDE	3		A/N
101	Date of Denial		DENIAL-JD	8	CCYYMMDD	N
109	Filler		----	3		A/N
112	Date Claim Filed		CLM-FIL-JD	8	CCYYMMDD	N
120	Disability Payment Code		DISPAYCDE	1		A/N
121	Date Forward to Dis. Detr. Unit		STAG-FLD-JD	8	CCYYMMDD	N
129	Filler		----	1		A/N
130	Presumptive DIB Payment Start Date		START-PREDIB-RD	6	CCYYMM	N
136	Primary Disability Diagnostic Code		DIB-DIG	4		A/N
140	Secondary Disability Diagnostic Code		DIB-DIG2	4		A/N
144	Medical Diary Reason		DIB-MDR	1		A/N
145	Permanent Disability Ind.		DIB-DPM	1		A/N
146	Residence State/County/DO Code		PDSCC	6	SSCCCD	A/N
152	Payee's Zip Code		PDZIP	5		A/N
157	Payee's Zip Code Suffix		PDZIP6-9	4		A/N
161	District Office Code		DO	3		A/N
164	Rep. Payee Date of Selection / Change		REP-PAY-JD	8	CCYYMMDD	N
172	Type of Payee Code		REPPAYTYP	3		A/N
175	Custody Code		REPCUS	3		A/N
178	Applicant's Address Zip Code		AAZIP	5		A/N
183	Applicant's Address Zip Code Suffix		AAZIP6-9	4		A/N
187	Stale Record Indicator		STALE-RCD-IND	1		A/N
188	Number of Payment Entries Present		NOP-9	3		N
191	Date of Selection	*	SEL-DATE	6	CCYYMM	N
197	First Payment Date (this record)	*	FIRST-PAY-DTE	8	CCYYMMDD	N
205	State & County Conversion Code		STCOCNV	5	SSCCC	A/N
210	Guardian / Competency Code		REP-GC	1		A/N
211	Filler		----	6		A/N
217	Stop Date		STOP-RD	6	CCYYMM	N
223	Written Language Preference		LANG-PREF-WRITTEN	2		A/N
225	Date of Reversal of Initial Denial		REV-JD	8	CCYYMMDD	N
233	Number of (comp) Entries		NOE	3		N
236	Filler	S	----	65		A/N

9/30/2019

**SSI Longitudinal File
Record Description**

TAB D

2 of 2

Effective unknown

Location	Field Name	Action	Acronym	Size	Format	Type
----- HISTORY DATA -----						
Occurs 564 times representing all months from 1974/01 thru 2020/12 sequentially beginning with 1974/01						
1974/01 301 to 346						
1974/02 347 to 392						
.....						
2020/12 26,198 to 26,244						
301	Month of Computation	C	CMTH-RD	6	(CCYYMM	N
307	Payment Status Code	C	PSTAT	3		A/N
310	Living Arrangement Code	C	LIVF	1		A/N
311	State Concurrent Eligibility Ind.	C	STCONCATM	1		A/N
312	Ticket to Work Status Ind.	C	TKT-STAT-IND	1		A/N
313	Chargeable Earned Income Amt.	C	EINCM	4	\$\$\$\$	N
317	Chargeable Unearned Income Amt.	C	UINCM	4	\$\$\$\$	N
321	Federal Assistance Amount	CS	FEDAMT	5	\$\$\$\$\$	N
326	Current Amount of State Supp.	CS	SUPAMT	5	\$\$\$\$\$	N
331	Medical and Soc. Serv. Income Test	C	MEDTEST	1		A/N
332	Current Composition Code	C	CUR-COMP	1		N
333	Federal Money Amount (payment)	C	FEDPMT	6	\$\$\$\$\$\$	N
339	State Supplementation Amount (payment)	C	STATPMT	6	\$\$\$\$\$\$	N
345	Statutory Benefit Continuation Payment Ind	*	PAY-STATBC-IND	1		A/N
346	Budget Month Flag	N	BMF	1		A/N

371 Remaining 563 Occurrences

to 26,244
(Consider selection month as last valid occurrence of history data although data is propagated 3 months past selection date)

==== = = =====: =====: = ===== = =====

Record length = 26,244 characters

* = Not directly derived from SSR

A = Acronym name change - this record

C = Computation data fields

D = Deleted Field - this record

F = Field name change - this record

M = Modified field - this record

N = New field - this record

S = Size change - this record

321 FEDAMT
326 SUPAMT
236 FILLER

NOTE: 8/2003 - PAY-STATBC-IND activated with DSMA52.

LFAV variables

Note: This is a SSR custom extract, providing the source file layout for variables that are only used in the construction of the Supplemental Companion Work File (SCWF). For more information on the SCWF, please see Volume 3.

SSR Name	Business Name	Segment Tag	Query Tag	Memo Name	Field Size
DSMA-HUN	Housed Under Number Group	CMSC	HUN	FUN(our HUN)	9
DSMA-PAN	Social Security Number	LIN2	SN	ON(our PAN)	9
DSMA-RCDNO	SSI Record (SSR) Record Sequence Number	LIN2	SEQ		1
DSMA-RCD-EST-JD	Record Establishment Date	RGRD	EST		8
DSMA-NOE	Number of Entries	F9CO	NOE		3
DSMA-CMTH-RD	Month of Computation	CMPH	CMPH		6
DSMA-PER-RD					
DSMA-BMF	budget month flag	WCMP	B		1
DSMA-FCI	Federal Countable Income for Payment Computation	CMPH	PCI		7.2
DSMA-PROFAC	Proration Factor	CMPH	PF		2
DSMA-DEEMAMT	Deemed Income Amount For the Quarter	CMPH	DMA		7.2
DSMA-DEEMCD	Deeming Indicator	CMPH	DMC		1
DSMA-STUDM	Student Indicator	CMPH	S		1

```
DATA PRJOUT1.ADVR (COMPRESS=YES);
  INFILE PRJNM1;
  input
    @01 HUN $char9.
    @10 PAN $char9.
    @19 RCDNO ibr1.
    @20 RCD_EST_ccyymmdd ?? yymmdd8.
    @28 NOE $char3.
    @31 CMTH_ccyymm ?? yymmn6.
    @37 BMF $char1.
    @38 FCI      7.2
    @45 PROFAC $char2.
    @47 DEEMAMT ?? 7.2
    @54 DEEMCD $char1.
    @55 STUDM $CHAR1.
  ;
  format
    RCD_EST_ccyymmdd      mmddyy10.
    CMTH_ccyymm           mmddyy10.
    FCI                   dollar11.2
    DEEMAMT               dollar11.2
    RCDNO $hex2.
  ;
  RCD_EST_ccyy = year(RCD_EST_CCYMMDD);
  CMTH_ccyy = year(CMTH_CCYMM);
run;
```


LFAV variables

Note: This is a SSR custom extract, providing the source file layout for SSI Earnings variables carried on the DAF.

SSR Name	Business Name	Segment Tag	Query Tag	Memo Name	Field Size
DSMA-HUN	Housed Under Number Group	CMSC	HUN	FUN(our HUN)	9
DSMA-PAN	Social Security Number	LIN2	SN	ON(our PAN)	9
DSMA-MFT	Master File Type Code	LIN2	ID		2
DSMA-TOA	Transaction Code (Type of Action)	LIN2	TMR POS 1-2		2
DSMA-RIC	Record Identification Code	CMSC	RIC		1
DSMA-RCDNO	SSI Record (SSR) Record Sequence Number	LIN2	SEQ		1
DSMA-RCD-EST-JD	Record Establishment Date	RCRD	EST		8
DSMA-IESTART-RD	Earned Income Start Date	ENIH	ENP		6
DSMA-IESTOP-RD	Earned Income Stop Date	ENIH	ENS		6
DSMA-IETYP	Earned Income Type	ENIH	T		1
DSMA-IEAMT	Earned Income Amount	ENIH	ENA		4
DSMA-IEFRQ	Earned Income Frequency	ENIH	F		1
DSMA-IEVAR	Earned Income Verification Code	ENIH	V		1

```
data PRJNMOUT.EARN (COMPRESS=YES);
  INFILE EARN;
  input
  @01 HUN $char9.
  @10 PAN $char9.
  @19 MFT $CHAR2.
  @21 TOA $CHAR2.
  @23 RIC $CHAR1.
  @24 RCDNO ibr1.
  @25 RCD_EST_ccyyymmdd ?? yymmdd8.
  @33 IESTART ?? $CHAR6.
  @39 IESTOP ?? $CHAR6.
  @45 IETYP $CHAR1.
  @46 IEAMT ?? S370FPD4.3
  @50 IEFRQ $CHAR1.
  @51 IEVAR $CHAR1.
  ;
  format
  RCD_EST_ccyyymmdd mmddy10.
  IEAMT DOLLAR11.2
  RCDNO $HEX2.
  ;
run;
```

APPENDIX C

FILE LAYOUT OF THE NUMIDENT

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NUMIDENT
Record Description

1-13-99
Effect. 98/09

Location No Hdr Hdr	Field Name	Mnemonic	Size	Format	Type
------------------------	------------	----------	------	--------	------

--- Header Record Data ---

1	90 Exchange Scope	H EXCHSCP	2		A/N
3 F	Header Entry Code	H ENTCD	1		A/N
4	Filler	H ---	1		A/N
5 282PH	Branch Code & Section	H BRHSEC	5		A/N
10	Unit	H UNIT	2		A/N
12	Clerk	H CLK	5		A/N
17	Social Security Number	H SSN	9		A/N
26	Julilian Day	H JULDTE	3	DDD	A/N
29	Header Response Code	H RESPCD	2		A/N

The 500 positions after the Header Data will contain any
1 of the following 5 types of Entry Data.

--- SS5 Entry Data---

1	31	Reference-Num	S5 REFNUM	11	YYDDn...	A/N
12	42	Interview-Code	S5 INTVCDE	1		A/N
13	43	SSN	S5 SSN	9		A/N
22	52	Citizenship-Code	S5 CITZEN	1		A/N
23	53	DO-Code	S5 DO	3		A/N
26	56	Form-Code	S5 FRMCD	1		A/N
27	57	Entry-Code	S5 ENTCD	1		A/N
28	58	Print-Code	S5 PRTCD	1		A/N
29	59	Cycle-Date	S5 CYCDTE	8	CCYYMMDD	A/N
37	67	NH-Name-First	S5 NNF	15		A/N
52	82	NH-Name-First-OFLO	S5 NNFO	1		A/N
53	83	NH-Name-Middle	S5 NNM	15		A/N
68	98	NH-Name-Middle-OFLO	S5 NNMO	1		A/N
69	99	NH-Name-Last	S5 NNL	20		A/N
89	119	NH-Name-Last-OFLO	S5 NNLO	1		A/N
90	120	NH-Name-Suffix	S5 NNSUF	4		A/N
94	124	NH-Name-Soundex	S5 NNSDX	3		A/N
97	127	DOB-MMDDCCYY	S5 DOB	8	MMDDCCYY	A/N
105	135	Sex	S5 SEX	1		A/N
106	136	Race	S5 RACE	1		A/N
107	137	MTH-Name-First	S5 MNF	15		A/N
122	152	MTH-Name-First-OFLO	S5 MNFO	1		A/N
123	153	MTH-Name-Middle	S5 MNM	15		A/N
138	168	MTH-Name-Middle-OFLO	S5 MNMO	1		A/N
139	169	MTH-Name-Last	S5 MNL	20		A/N
159	189	MTH-Name-Last-OFLO	S5 MNLO	1		A/N
160	190	MTH-Name-Suffix	S5 MNSUF	4		A/N
164	194	FTH-Name-First	S5 FNF	15		A/N
179	209	FTH-Name-First-OFLO	S5 FNFO	1		A/N
180	210	FTH-Name-Middle	S5 FNM	15		A/N
195	225	FTH-Name-Middle-OFLO	S5 FNMO	1		A/N
196	226	FTH-Name-Last	S5 FNL	20		A/N
216	246	FTH-Name-Last-OFLO	S5 FNLO	1		A/N
217	247	FTH-Name-Suffix	S5 FNSUF	4		A/N
221	251	POB-City-County	S5 POBCC	12		A/N
233	263	POB-OFLO	S5 POBOFLO	1		A/N
234	264	POB-State-Country	S5 POBSC	2		A/N
236	266	POB-Foreign-Ind	S5 POBFORID	1		A/N
237	267	OTH-Name-First	S5 ONF	15		A/N
252	282	OTH-Name-First-OFLO	S5 ONFO	1		A/N
253	283	OTH-Name-Middle	S5 ONM	15		A/N
268	298	OTH-Name-Middle-OFLO	S5 ONMO	1		A/N
269	299	OTH-Name-Last	S5 ONL	20		A/N
289	319	OTH-Name-Last-OFLO	S5 ONLO	1		A/N
290	320	OTH-Name-Suffix	S5 ONSUF	4		A/N
294	324	Filler	--	3		A/N
297	327	SIG-Name-First	S5 SNF	15		A/N

312	342	SIG-Name-First-OFLO	S5	SNFO	1		A/N
313	343	SIG-Name-Middle	S5	SNM	15		A/N
328	358	SIG-Name-Middle-OFLO	S5	SNMO	1		A/N
329	359	SIG-Name-Last	S5	SNL	20		A/N
349	379	SIG-Name-Last-OFLO	S5	SNLO	1		A/N
350	380	SIG-Name-Suffix	S5	SNSUF	4		A/N
354	384	SIG-Name-Code	S5	SNCDE	1		A/N
355	385	Filler	--		3		A/N
358	388	Notify	S5	NOTIFY	2		A/N
360	390	Card-Code	S5	CARDCDE	1		A/N
361	391	Filler	--		1		A/N
362	392	DOB-Change-Ind	S5	DOBCHG	1		A/N
363	393	Prior-DOB-MMDDCCYY	S5	PRIRDOB	8	MMDDCCYY	A/N
371	401	Correspondence-Ind	S5	CORRIND	2		A/N
373	403	Birth-Cert-Num	S5	BCERTNO	11		A/N
384	414	Filler	--		114		A/N
498	528	Conversion-Record-Ind	S5	CONVIND	1		A/N
499	529	Sub-Code	S5	SUBCDE	1		A/N
500	530	Flag-Delete-Ind	S5	DELIND	1		A/N

--- Correspondence Data---

1	31	Filler	--		12		A/N
13	43	SSN	CR	SSN	9		A/N
22	52	Filler	--		5		A/N
27	57	Entry-Code	CR	ENTCD	1		A/N
28	58	Filler	--		1		A/N
29	59	Cycle-Date	CR	CYCDTE	8	CCYYMMDD	A/N
37	67	Filler	--		32		A/N
69	99	Corres-NH-Name-Last	CR	NML	6		A/N
75	105	Filler	--		22		A/N
97	127	Retention-Ind	CR	RETIND	1		A/N
98	128	Destruction-Year	CR	DESTYR	4	CCYY	A/N
102	132	FICA-Waiver-Ind	CR	FICAIND	1		A/N
103	133	Filler	--		396		A/N
499	529	Filler	--		1		A/N
500	530	Flag-Delete-Ind	CR	DELIND	1		A/N

--- Claim Data---

1	31	Reference-Num	CL	REFNUM	11	YYDDn...	A/N
12	42	Filler	--		1		A/N
13	43	SSN	CL	SSN	9		A/N
22	52	Filler	--		1		A/N
23	53	DO-Code	CL	DO	3		A/N
26	56	Form-Code	CL	FRMCD	1		A/N
27	57	Entry-Code	CL	ENTCD	1		A/N
28	58	Filler	--		1		A/N
29	59	Cycle-Date	CL	CYCDTE	8	CCYYMMDD	A/N
37	67	NH-Name-First	CL	NNF	15		A/N
52	82	NH-Name-First-OFLO	CL	NNFO	1		A/N
53	83	NH-Name-Middle	CL	NNM	15		A/N
68	98	NH-Name-Middle-OFLO	CL	NNMO	1		A/N
69	99	NH-Name-Last	CL	NNL	20		A/N
89	119	NH-Name-Last-OFLO	CL	NNLO	1		A/N
90	120	NH-Name-Suffix	CL	NNSUF	4		A/N
94	124	Filler	--		3		A/N
97	127	DOB-MMDDCCYY	CL	DOB	8	MMDDCCYY	A/N
105	135	Sex	CL	SEX	1		A/N
106	136	Filler	--		1		A/N
107	137	MTH-Name-First	CL	MNF	15		A/N
122	152	MTH-Name-First-OFLO	CL	MNFO	1		A/N
123	153	MTH-Name-Middle	CL	MNM	15		A/N
138	168	MTH-Name-Middle-OFLO	CL	MNMO	1		A/N
139	169	MTH-Name-Last	CL	MNL	20		A/N
159	189	MTH-Name-Last-OFLO	CL	MNLO	1		A/N
160	190	MTH-Name-Suffix	CL	MNSUF	4		A/N
164	194	FTH-Name-First	CL	FNF	15		A/N
179	209	FTH-Name-First-OFLO	CL	FNFO	1		A/N

180	210	FTH-Name-Middle	CL FNM	15		A/N
195	225	FTH-Name-Middle-OFLO	CL FNMO	1		A/N
196	226	FTH-Name-Last	CL FNL	20		A/N
216	246	FTH-Name-Last-OFLO	CL FNLO	1		A/N
217	247	FTH-Name-Suffix	CL FNSUF	4		A/N
221	251	POB-City-County	CL POBCC	12		A/N
233	263	POB-OFLO	CL POBOFLO	1		A/N
234	264	POB-State-Country	CL POBSC	2		A/N
236	266	POB-Foreign-Ind	CL POBFORID	1		A/N
237	267	DO-Address	CL DOADR	45		A/N
282	312	Claim-Date	CL CLMDTE	8		A/N
290	320	DOO-MMDDCCYY	CL DOO	8	MMDDCCYY	A/N
298	328	DOD-MMDDCCYY	CL DOD	8	MMDDCCYY	A/N
306	336	Filler	--	192		A/N
498	528	Conversion-Record-Ind	CL CONVIND	1		A/N
499	529	Filler	--	1		A/N
500	530	Flag-Delete-Ind	CL DELIND	1		A/N
501	531			0		A/N

--- Death Data---

1	31	Reference-Num	DD REFNUM	11	YYDDn...	A/N
12	42	Filler	DD --	1		A/N
13	43	SSN	DD SSN	9		A/N
22	52	Filler	DD --	5		A/N
27	57	Entry-Code	DD ENTCD	1		A/N
28	58	Filler	DD --	1		A/N
29	59	Cycle-Date	DD CYCDTE	8	CCYYMMDD	A/N

Death History record Table occurs 3 times

37	67	NH-Name-First	DD NNF	15		A/N
52	82	NH-Name-First-OFLO	DD NNFO	1		A/N
53	83	NH-Name-Middle	DD NNM	1		A/N
54	84	Filler	--	14		A/N
68	98	NH-Name-Middle-OFLO	DD NNMO	1		A/N
69	99	NH-Name-Last	DD>NNL	20		A/N
89	119	NH-Name-Last-OFLO	DD>NNLO	1		A/N
90	120	NH-Name-Last-SUFFIX	DD>NNLSUF	4		A/N
94	124	Filler	DD --	3		A/N
97	127	DOB-MMDDCCYY	DD DOB	8	MMDDCCYY	A/N
105	135	Sex	DD SEX	1		A/N
106	136	Filler	DD ---	1		A/N
107	137	Individuals Other Number	DD INDOTH	9		A/N
116	146	Record ID Code	DD RECID	1		A/N
117	147	Beneficiary Death Ind	DD DIND	1		A/N
118	148	Program Involment Ind	DD PRGINV	1		A/N
119	149	Zip Res	DD ZIPRES	5		A/N
124	154	Zip Last 4	DD ZIPRESL4	4		A/N
128	158	Zip LSDP	DD ZIPLSDP	5		A/N
133	163	Zip LSDP Last 4	DD ZIPLSDPL4	4		A/N
137	167	Plus 5 Ind 1	DD P5ID1	1		A/N
138	168	Plus 5 Ind 2	DD P5ID2	1		A/N
139	169	Plus 5 Ind 3	DD P5ID3	1		A/N
140	170	Plus 5 Ind 4	DD P5ID4	1		A/N
141	171	Plus 5 Ind 5	DD P5ID5	1		A/N
142	172	Numi Source Death	DD SOURCE	2		A/N
144	174	Numi Proof Death	DD PROOF	1		A/N
145	175	DOD MMDDCCYY	DD DOD	8	MMDDCCYY	A/N
153	183	Death Certificate Num	DD CERTIF	26		A/N
179	209	Death Posting Date	DD POST	8	CCYYMMDD	A/N

187 217 Remaining 2 Occurrences 300

487	517	Death-NOE	DD NOE	1		A/N
488	518	Filler	---	11		A/N
499	529	Filler	---	1		A/N
500	530	Filler	---	1		A/N

--- Esi (Spin) Data---

1	31	Filler	--	12		A/N
13	43	SSN	SP SSN	9		A/N
22	52	Filler	--	5		A/N
27	57	Entry-Code	SP ENTCD	1		A/N
28	58	Filler	--	1		A/N
29	59	Cycle-Date	SP CYCDTE	8	CCYYMMDD	A/N
37	67	NH-Name-First	SP NNF	15		A/N
52	82	NH-Name-First-OFLO	SP NNFO	1		A/N
53	83	NH-Name-Middle	SP NNM	15		A/N
68	98	NH-Name-Middle-OFLO	SP NNMO	1		A/N
69	99	NH-Name-Last	SP>NNL	20		A/N
89	119	NH-Name-Last-OFLO	SP>NNLO	1		A/N
90	120	NH-Name-Suffix	SP>NNSUF	4		A/N
94	124	Filler	--	3		A/N
97	127	DOB-MMDDCCYY	SP DOB	8	MMDDCCYY	A/N
105	135	Filler	--	2		A/N
107	137	Spin-NOE	SP NOE	2		A/N
109	139	Filler	--	1		A/N
		Spin-Table (Occurs 15 Times)				A/N
110	140	Spin-Indicator	SP SPIND	1		A/N
111	141	Filler	--	1		A/N
112	142	Spin-Date	SP SODATE	8	MMDDCCYY	A/N
120	150	Filler	--	1		A/N
		Remaining 14 Occurrences		154		A/N
						A/N
275	305	Filler	--	224		A/N
499	529	Filler	--	1		A/N
500	530	Filler	--	1		A/N

--- NIF Entry Data---
(No Header Info.)

1		Filler	NIF REFNUM	12		A/N
13		SSN	NIF SSN	9		A/N
22		Filler	NIF --	5		A/N
27		Entry-Code	NIF ENTCD	1		A/N
28		Filler	--	1		A/N
29		Cycle-Date	NIF CYCDTE	8	CCYYMMDD	A/N
37		Filler	--	120		A/N
157		Exchange Request Scoopr	NIF EXCHG	2		A/N
159		Branch	NIF BRH	3		A/N
162		Section	NIF SECT	2		A/N
164		Unit	NIF UNIT	2		A/N
166		Clerk	NIF CLERK	5		A/N
171		Julilian Day One	NIF JULDTE1	3	DDD	A/N
174		Filler	--	324		A/N
498		Julilian Day Two	NIF JULDTE2	3	DDD	A/N

APPENDIX D

FILE LAYOUT OF THE 831 & 832/833 DISABILITY FILES

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SSA-831
DDB RECORD LAYOUT - 1989 AND CONTINUING

DDB
ACRONYM POSITION FORMAT DESCRIPTION

THIS FILE IS SORTED IN THE FOLLOWING ORDER:
--

SSN	1-9	A
RID	13	A
TOC	22	A
AL	12	A
BIC	10-11	A
DODEC	23-28	A
RDT	31	D
ND	32	D
DDS	33-35	A

SSN **1-9** **A9** **Social Security Number**
 999999999 = Unknown SSN

BIC **10-11** **A2** **Beneficiary ID Code**
 A = Primary
 Cx = Child
 D, Dx = Widow/Widower
 E, Ex = Widow/Widower
 M, Mx = Uninsured
 RA = Assistance Requested/Litigation Case
 T = Uninsured Or Renal
 Tx = Medicare Qualified Federal Employee's Auxiliary
 W, Wx = Widow/Widower
 ZZ = Unknown

NOTE: x means anything other than blank

AL **12** **A1** **Adjudicative Level**
 * A = Initial
 B = Recon
 C = Recon DHU
 D = ALJ
 E = Appeals Council
 F = District Court
 * G = Reopening

DDB			
ACRONYM	POSITION	FORMAT	DESCRIPTION
			* I = Informal Remand Z = Unknown
* Counted As Initial Cases (Per ORS). Otherwise Use A and G Only.			
RID	13	A1	<u>Record Identification</u> 2 = Form SSA-831 (Title II) R = Form SSA-831 (Title XVI)
NOTE: Unknowns Will Be Dropped			
FLD	14-21	I8CYMD	<u>Filing Date</u> CCYYMMDD CCYYMM15 = Unknown Day CCYY8888 = Unknown Month And Day 99999999 = Invalid Characters or Unknown/Not Available
TOC	22	A1	<u>Type Of Claim</u> Title II 1 = DIB (Disabled Worker) 2 = FZ (Blind Worker) 3 = DWB (Disabled Widow/Widower) 4 = CDBR (Disabled Child Benefits RSI) 5 = CDBD (Disabled Child Benefits DIB) 6 = RDR (End-Stage Renal--Retirement) 7 = RDD (End-Stage Renal--Disability) 8 = RD (End-Stage Renal--On Own SSN) 9 = PR (Child - Grandparent--Retirement) P = PD (Child - Grandparent--Disability) M = MQFE (Medically Qualified Government [Federal] Employee) Title XVI A = DI (Disabled Worker) B = DS (Disabled Spouse) C = DC (Disabled Child) D = BI (Blind Individual) E = BS (Blind Spouse) F = BC (Blind Child) G = AI (Alien Individual) H = AS (Alien Spouse) Z = Unknown Blank = Not Available

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
DODEC	23-30	I8CYMD	<u>Date Of DDS Or SSA Decision</u> CCYYMMDD
RDT	31	A1	<u>Result Of Determination</u> A = Allowance D = Denial C = Closed Period N = No decision Q = Transfer
ND	32	A1	<u>NDDSS/ADOC Source Code</u> N = NDDSS M = Modified NDDSS Closure Record D = NDDSS DCPS Record E = Modified NDDSS DCPS Closure Record (Note: WBDOC records were removed from this file in January of 2002) C = NDDSS And WBDOC Combined (OD Edit) T = Modified NDDSS Closure Record And WBDOC Combined (OD Edit) Blank = WBDOC
DDS	33-35	A3	<u>State Agency Code Of DDS Jurisdiction</u> Refer to FOCEXEC named UTREGSTA for state definitions. Position 1-2 for DDS state number. Position 3: X for ODO Y for FDSS 88 Z for unknown Use all 3 positions for specific offices that are listed in DI 33520. For values in older files, refer to layout on shared drive in DDPIS\Branch1\Layouts\Historical\UNI8319C.
CCF	36	A1	<u>Concurrent Claim</u> N = Not Concurrent Y = Title II Claim Concurrently Filed With Title XVI Claim (same SSN) S = Special Concurrent (different SSN) V = Very Special (combination of the 'Y' and 'S' Codes)
RB	37-38	A2	<u>Regulation Basis Code</u> A1-X3; Z1-Z2 (Title II) 30-48, 51, 61-67 (Title XVI) CE = Collateral Estoppel (Title II Or Title XVI Allowances)

DDB	ACRONYM	POSITION	FORMAT	DESCRIPTION
				S1 = Res Judicata (Title II denials) ZZ = Unknown Blank = Not Available
	DOB	39-46	I8CYMD	<u>Date Of Birth</u> CCYMMDD CCYMM15 = Unknown Day Of Birth CCY8888 = Unknown Month And Day 99999999 = Invalid Characters or Unknown
	DOBC	47	A1	<u>Date Of Birth Code</u> A = WBD0C Record, Invalid Month Of Birth Or Year Of Birth Not In The Range For The D0DEC Year. (Day Of Birth Set To 15, 88, Or 99.) B = NDDSS Record, Invalid Month Of Birth Or Year Of Birth Not In The Range For The D0DEC Year. (Day Of Birth Set To 15, 88, Or 99.) C = Current 831 Record, Invalid Month Of Birth Or Year Of Birth Not In The Range For The D0DEC Year. (Day Of Birth Set To 15.) D = WBD0C Record, Valid Month Of Birth And Year Of Birth Is In The Range For The D0DEC Year. (Day Of Birth Set To 15.) E = NDDSS Or Current SSA-831 Record, Valid Month Of Birth And Year Of Birth Is In The Range For The D0DEC Year. (Day Of Birth Set To 15.) F = Current SSA-831 Record, Only The CCYMM Of Date Of Birth Has Been Changed By The Numident Information. (Day Of Birth Set To 15.) G = NDDSS Or Current 831 Record Includes Year, Month, and Day, However There Is A Problem With The Range Or Validity. L = Current SSA-831 Record, CCYMMDD Of Date Of Birth Has Been Changed By The Numident Information. M = Current 831 Record, Only The DD Of Date Of Birth Has Been Changed By The Numident Information. N = NDDSS Or Current 831 Record, Month Of Birth And Day Of Birth Are Valid And Year Of Birth Is In The Range For The D0DEC Year.
	BS	48-49	A2	<u>Body System Codes</u> 01 = Musculoskeletal System 02 = Special Senses And Speech 03 = Respiratory System 04 = Cardiovascular System

DDB			
ACRONYM	POSITION	FORMAT	DESCRIPTION
			05 = Digestive System 06 = Genito-Urinary System 07 = Hemic And Lymphatic System 08 = Skin 09 = Endocrine System 10 = Multiple Body Systems 11 = Neurological 12 = Mental Disorders 13 = Neoplastic Diseases, Malignant 14 = Immune Deficiency 19 = Growth Impairment 20 = Other/Unknown Code 99 = Invalid Code Used Blank = Not Available
PDX	50-53	A4	<u>Primary Impairment Code</u> 0001-9999 0000 = Not Available/Blank
RPDX	54-57	A4	<u>Recoded Primary Impairment Code</u> 0110-9480 Used To Convert ICD-9 Codes To Impairment Codes
SDX	58-61	A4	<u>Secondary Impairment Code (See PDX)</u>
RSDX	62-65	A4	<u>Recoded Secondary Impairment Code</u> (See RPDX)
DD	66-71	I6CYM	<u>Diary Date</u> CCYYMM = Medical Reexam Date CCYY88 = Unknown Month 999999 = Invalid Characters or Unknown/Blank (Denials)
DT	72	A1	<u>Diary Type</u> 3 = Medical Reexam, Nonpermanent (MIE) And (MIP) 4 = Medical Reexam, Permanent (MINE) 5 = Medical Reexam (Permanency Of Impairment Not Known) 6 = No Diary Required 9 = Title XVI VR Child Referral Z = Invalid Blank = Not Available
DR	73	A1	<u>Diary Reason</u>

DDB			
ACRONYM	POSITION	FORMAT	DESCRIPTION
			<p>A - Z 1, 3, 5, 7, 9 Blank</p> <p>DEFINE If DR = '3' then 'MIP' else if DR = '5' or '7' then 'MINE' else if (DR = 'E' or 'F' or 'G' or 'I' or 'J' or 'K' or 'L' or 'M' or 'N' or 'V' or 'W' or 'X' or 'Y' or 'Z') and DPM = 'P' then 'MINE' else if (DR = 'E' or 'F' or 'G' or 'I' or 'J' or 'K' or 'L' or 'M' or 'N' or 'V' or 'W' or 'X' or 'Y' or 'Z') and DPM <u>not</u> = 'P' then 'MIP' else if DR alphabetic and not spaces then 'MIE' else 'MIP'</p> <p>(Definitions provided by CDR Team - July 2004)</p>
LNA	74-76	A3	<p><u>List Number A</u> 001-999, Blank ZZZ = Unknown For a list of codes, see: http://policynet.ba.ssa.gov/poms.nsf/lrx/0433530005</p> <p>Listing codes are populated in ascending order, beginning with LNA. If a second listing code is received, it will appear in LNB, etc.</p>
LNB	77-79	A3	<u>List Number B (See LNA)</u>
LNC	80-82	A3	<u>List Number C (See LNA)</u>
LND	83-85	A3	<u>List Number D (See LNA)</u>
LNE	86-88	A3	<u>List Number E (See LNA)</u>
LNF	89-91	A3	<u>List Number F (See LNA)</u>
SLC	92	A1	<p><u>Study List Code</u> A = Automatic SSI2 query (This is systems generated for Title XVI CDR Cases) B = ARC/HIV related, NY region - use discontinued C = Title XVI special childhood sample selection D = NY Region Only For AIDS Terminally Ill Cases E = Litigation - Stieberger (formerly Etsitty) F = reserved for future use (formerly Campbell) G = Prototype (formerly Full Process Model (formerly Boyd))</p>

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			<p>H = Hearing DHU case I = State Of New York J = Special Title II Disability workload (formerly Luna) K = Future (formerly Single Decisionmaker Pilot (formerly Dixon)) L = Future (formerly FPM Control case (formerly Wilkerson)) M = Process Unification Disability Rationale N = Non federal cases O = Unassigned P = Process Unification Initiative #4 (formerly Peck) Q = Zebley R = Federal DDS MIRS/Mental Reapplication for New York S = DAA Redetermination (formerly City Of New York) T = Samuels U = Terminally Ill Cases (NY Region; Uses "D" For AIDS Terminally Ill Cases). V = reserved for future use (formerly Diaz) W = Mississippi (formely Wilson) X - OIO Y = City Of New York Z = Robert Smith 0 (zero) = Bailey 1 = Canadian claims for New York & Boston Regions 2 = Listing code 122 case 3 = Marcus 1991 On (formerly Court Ordered Reopenings Other Than Allowances) 4 = Hyatt 5 = reserved for future use (formerly McDonald) 6 = Johnson From June 1991 On (formerly Polaski Through May 1991) 7 = DMA (Document Management Architecture) - AeDib (formerly Schisler) 8 = Redetermination Pursuant to P.L. 104-193 Age 18 or Childhood (formerly Aldrich) 9 = Age 19 became 19 prior to initiation of redetermination - CDR conducted (formerly Morrison) All Blanks = Not Available/Not Applicable</p> <p><i>This field was updated according to POMS SM 6001.120 on July 2, 2003</i></p>
LIT1	93-95	A3	<p><u>Litigation Code 1</u></p> <p>Valid Litigation Codes range from 750-798 & 800-899, however the codes listed below include those known at the present time. For codes not listed consult POMS history or contact the Litigation Staff.</p>

DDB	ACRONYM	POSITION	FORMAT	DESCRIPTION
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Regardless of incoming position in litigation code area, litigation codes are populated in SSA-831 file in ascending order, beginning with LIT1. If a second listing code is received, it will appear in LIT2, etc.

Codes below are current as of 7/25/2003

000	Not Coded/Unknown
108	Operation Iraq Freedom claim
500	Albany DDS cases sent to Buffalo for adjud. Jamaica (NY) DDS cases sent to Albany for adjud.
501	adjud.
755	Hyatt 3
757	Small
760	Hyatt Reassessment
766	Hickman
771	Silveira
772	Curry
775	Zebley Med. Redeterm.
783	Goodnight
789	Kendrick
790	Childhood Med. Redeterm.
791	Laird
795	Thayer
796	ALJ Dutle
797	Surrell
801	Bailey
808	Dixon
812	Hyatt
813	Grant
819	Salamalekis
823	Robert Smith
825	State of New York
829	Zebley
835	Walton
857	Walton II
867	Thomas
870	Adamson
886	Bozzi
888	Cuffee
889	Stieberger
896	Boring
899	Rosetti

LIT2	96-98	A3	<u>Litigation Code 2 (See LIT1)</u>
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DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
LIT3	99-101	A3	<u>Litigation Code 3 (See LIT1)</u>
LIT4	102-104	A3	<u>Litigation Code 4 (See LIT1)</u>
LIT5	105-107	A3	<u>Litigation Code 5 (See LIT1)</u>
LIT6	108-110	A3	<u>Litigation Code 6 (See LIT1)</u>
LIT7	111-113	A3	<u>Litigation Code 7 (See LIT1)</u>
LIT8	114-116	A3	<u>Litigation Code 8 (See LIT1)</u>
LIT9	117-119	A3	<u>Litigation Code 9 (See LIT1)</u>
LIT10	120-122	A3	<u>Litigation Code 10 (See LIT1)</u>
DDPB	123-130	I8CYMD	<u>Date Disability Period Began</u> CCYYMMDD CCYYMM15 = Unknown Day CCYY8888 = Unknown Month And Day 99999999 = Invalid Characters or Unknown/Not Available
DO	131-133	A3	<u>District Office Code</u> A00-K99 Or 000-999 ZZZ = Unknown/Invalid Characters Blank = Not Available
OY	134-135	A2	<u>Occupation Years</u> 00-99 ZZ = Unknown Blank = Not Available
OCC	136-137	A2	<u>Occupation Code</u> 00-99 ZZ = Unknown Blank = Not Available
IND	138-139	A2	<u>Industry Code</u> 00-99 ZZ = Unknown Blank = Not Available
ED	140-141	A2	<u>Education Years</u> 00-26, 99

DDB			
ACRONYM	POSITION	FORMAT	DESCRIPTION
			ZZ = Unknown Blank = Not Available
VRA	142	A1	<u>VR Action</u> Effective 8/15/2004, all cases subject to Ticket To Work and <u>should be</u> converted to value "B" A = Referred To VR B = Not Referred To VR C = Previously Referred 1 = Referred To VR And Agency For Children 2 = Child Under 16--Referred To Agency Blank = Unavailable Z = Unknown
VRN	143-147	A5	<u>Vocational Rule Number</u> http://policynet.ba.ssa.gov/poms.nsf/lrx/0425025005 201.01-203.31 And 204.00 Blank = Not Available ZZZZZ = Unknown
MLN	148-154	A7	<u>Medical List Number</u> 001 To 014 Part A--Adult Listings 100 To 114 Part B--Childhood Listings (Title XVI Only) ZZZZZZZ = Unknown Blank = Not Available
SPC	155-156	A2	<u>Physician Specialty Code</u> 01-48 Blank = Not Available 99 = Unknown
DOT	157-162	I6CYM	<u>Date of Termination</u> CCYYMM CCYY88 = Unknown Month 999999 = Invalid Characters or Unknown/Not Available
FS	163	A1	<u>Federal Sample Indicator</u> N = Not Selected P = Preeffectuation Review Q = Quality Review Z = Unknown
BI	164	A1	<u>Case Of Blindness</u>

DDB			
ACRONYM	POSITION	FORMAT	DESCRIPTION
			A = Not Disabled For Cash Benefits B = Disabled For Cash Benefits Blank = Not Coded Z = Unknown
PD	165	A1	<u>Presumptive Disability Decision</u> 1 = DO Decision 2 = DDS Decision Blank = Not Available/Not Applicable Z = Unknown
PDI	166-167	A2	<u>Presumptive Disability Impairment</u> 01-24 (01 & 08 obsolete effective 2/19/2002) 99 = Invalid/Unknown Blank = Not Available
Due To Differences In The SM POMS And DI POMS, AIDS/ARC PDI Codes Should Be Cross Checked With RPDY And RSDX.			
PDD	168-173	I6CYM	<u>Presumptive Decision Date</u> CCYYMM CCYY88 = Unknown Month 999999 = Invalid Characters or Unknown/Not Available
AER	174	A1	<u>Adjudicative Decision</u> A = Affirmation R = Reversal Blank = Not Available Z = Unknown
SEX	175	A1	<u>Sex Code</u> F = Female M = Male U = Not Determined/Unknown Z = Not Available After Numident Match
RACE	176	A1	<u>Race Code</u> A = Asian B = Black/Negro H = Hispanic I = North American Indian Or Eskimo O = Other U = Not Determined/Unknown

DDB	ACRONYM	POSITION	FORMAT	DESCRIPTION
				W = White Z = Not Available After Numident Match
NOTE: Sex And Race Are Added To Our File Periodically During The Current Year. Values Of "U" In Data Fields Commonly Indicate the Record Has Not Been Updated.				
	LASTN	177-202	A26	<u>Last Name Of Claimant</u> 26 Characters Of Last Name
	FIRSTN	203-218	A16	<u>First Name Of Claimant</u> 16 Characters Of First Name
	MIDDLEN	219-228	A10	<u>Middle Name Of Claimant</u> 10 Characters Of Middle Name
	DPM	229	A1	<u>Permanent Disability Code</u> N = Not Permanent P = Permanent 0 (Zero) = Denial Or Cessation Decision Z = Unknown Blank = Not Coded
	SLCQ	230	A1	<u>Study List Code (Zebley)</u> Q = Zebley Cases Provided Through The Reconciliation Process Blank = Not Applicable
	CDF	231	A1	<u>Capability Development Flag</u> C = Capability Development Is Needed Y = Claimant Is Incapable N = Claimant Is Capable U = Capability Issue Is Unresolved Z = Unknown Blank = Not Available
	DAA	232	A1	<u>Drug Or Alcohol Addiction</u> A = Alcohol Does Contribute To Findings B = Both, DA&A Does Contribute To Findings D = Drugs Do Contribute To Findings N = No, DA&A Does Not Contribute To Findings W = No medical evidence of DAA X = Alcoholism not material to Findings Y = Drug Addiction not material to findings

DDB
ACRONYM POSITION FORMAT DESCRIPTION

Z = Neither DA or A is material to findings

Space = not coded

= Invalid entry

NOTE: Codes W, X, Y & Z effective as of March 1996 with DAA Legislation but coding was not input by DDSs until 5/96

RECOND TE	233-240	I8CYMD	<u>Reconsideration Date</u> CCYYMMDD CCYYMM15 = Unknown Day CCYY8888 = Unknown Month And Day 99999999 = Unknown/Not Available
EOR	241	A1	<u>Evidence Of Record</u> Y = Evidence Of Record Was Purchased N = Evidence Of Record Was Not Purchased Blank = WBDOC record
CER	242	A1	<u>Consultative Examination Request</u> Y = CE Was Requested N = CE Was Not Requested Blank = WBDOC record
ESC	243	A1	<u>Escalated Claim</u> Y = Claim Was Escalated N = Claim Was Not Escalated Blank = WBDOC record
ONDCOD E	244	A1	<u>Onset Code Type</u> P = Title XVI Presumptive Disability C = Title II Change In Onset Date F = Final Allowance Z = Unknown Blank = Not Available
SCF	245	A1	<u>Special Case Flag</u> T = Title II Trial Work Period R = Title II 13th Month Reopening P = Disability Quality Branch (DBQ) Case X = Title II Only CDR Direct Input Cessation F = Transitional Fed Medicare M = Regular Federal Medicare

DDB			
ACRONYM	POSITION	FORMAT	DESCRIPTION
			D = Drug Or Alcohol Addiction E = Collateral Estoppel H = DHU Hearing Held C = Other Z = Unknown Blank = Not Available
BIDATE	246-253	I8CYMD	<u>Adjusted Blind Onset Date</u> CCYYMMDD CCYYMM15 = Unknown Day CCYY8888 = Unknown Month and Day 99999999 = Unknown/Not Available
STRDATE	254-261	I8CYMD	<u>State Receipt Date</u> CCYYMMDD CCYYMM15 = Unknown Day CCYY8888 = Unknown Month 99999999 = Unknown/Not Available
XAN	262-270	A9	<u>Cross-reference Account Number</u> May be beneficiary's own account number, or the account number of a related claim.
MAN	271-279	A9	<u>Modified Account Number</u> Old SSN entry, which was corrected to entry which now appears in SSN field. SCORSSN (below) shows source of correction.
SCORSSN	280	A1	<u>Source of Corrected SSN</u> Source of change reflected by MAN (above) C = SSN update on NDDSS, prior to closure Q = Zebly reconciliation activity U = SSN update on NDDSS, relationship to closure date unknown--possible duplicate record under MAN, to be resolved W = SSN update on NDDSS, after closure--possible duplicate has been resolved O = Other manual process caused update of SSN
SSNVER	281-282	A2	<u>SSN Verification</u> (Future Use, in reconciliation projects--may be source and verification code)
SAORACT	283	A1	<u>SAOR Action Code</u> A = Received this report week

DDB			
ACRONYM	POSITION	FORMAT	DESCRIPTION
			<p>B = Pending at the beginning and closing of this report week C = Received and closed within this report week D = Closed this report week F = Closed and already counted during a prior report week</p> <p>(For SAOR/DDB reconciliation projects--see SM 06006.015.)</p>
CDODEC	284	A1	<p><u>Changed DODEC</u> C = Record Where DODEC Is Derived From FLD (OD Edit) Q = Changed As A Result Of OPIR Actions Blank = Not Applicable</p>
ZIP	285-293	A9	<p><u>ZIP Code Of Claimant</u> See National Zip Code Directory If METHOD (position 420) = F this is a consular code and NOT a ZIP code Can also be zeroes</p>
ST	294-295	A2	<p><u>State Of Claimants Residence</u> (From the ZIP code, DDS or DO) Alphabetic Codes For States: AL-WY</p>
STNUM	296-297	A2	<p><u>State Code (Numerical)</u> (From the ZIP code, DDS or DO) Numeric Codes For States: 01-53, 64, 65, 67, 88 and 99</p>
WOF	298-305	I8CYMD	<p><u>Week Of File</u> CCYYMMDD = The last day of the processing week (which is Saturday through Friday) of the records that are posted to the Master File. (Records are posted on the following Monday.)</p>
OPD	306-313	I8CYMD	<p><u>Original Posting Date</u> CCYYMMDD = The WOF of the first record posted to the Master File. When duplicate records come through the Transaction File, this date will be copied to the current record from the old record, before the old record is overwritten.</p>
MDREC	314	A1	<p><u>Medical Development Record?</u> Y = Yes P = Prior MD information can still be found in the MD file. N = No</p>
SKEL	315	A1	<p><u>Skeleton Record Created or Full Record Corrected from</u> NOTE: This field is reserved for future use.</p>

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
SC2	316	A1	<u>Screening Case - Code 2</u>
SC3	317	A1	<u>Screening Case - Code 3</u>
DDSSV	318-320	A3	<u>DDS Code from TRIDE</u>
OLDSLC1	321	A1	<u>Previous SLC</u> See SLC. A # sign indicates field never used
OLDSLC2	322	A1	<u>Second Previous SLC</u> See SLC. A # sign indicates field never used
OLDSLC3	323	A1	<u>Third Previous SLC</u> See SLC. A # sign indicates field never used
OLDSLC4	324	A1	<u>Fourth Previous SLC</u> See SLC. A # sign indicates field never used
OLDSLC5	325	A1	<u>Fifth Previous SLC</u> See SLC. A # sign indicates field never used
SSIPER	326	A1	<u>SSI PER Indicator</u> Y = Pre-effectuation review Blank
EDIBPI	327	A1	<u>EDCS Indicator</u> Y= EDCS Blank
EDIBFLDR	328- 336	A9	<u>eDib Folder Number</u> 000000001 - 999999999 = EDCS Spaces or All Zeroes = Non-EDCS
EDIBCASE	337- 345	A9	<u>eDib Case Number</u> 000000001 - 999999999 = EDCS Spaces or All Zeroes = Non-EDCS
EDIBSEQ	346- 354	A9	<u>eDib Sequence Number</u> 000000001 - 999999999 = EDCS Spaces or All Zeroes = Non-EDCS
PINDC	355	A1	<u>Current Paper Indicator DSCVCPAP</u> 0 = Fully Electronic (IDA certified)

DDB			
ACRONYM	POSITION	FORMAT	DESCRIPTION
			1 = Paper Case (IDA Certified) 2 = EDCS involvement Blank = no EDCS involvement
PINDP	356	A1	<u>Prior Paper Indicator DSCVPPAP</u> 0 = Fully Electronic (IDA certified) 1 = Paper Case (IDA Certified) 2 = EDCS involvement Blank = no EDCS involvement
SSNMCS	357- 365	A9	<u>SSN from MCS - DSCVCLMT</u> Claimant's SSN from MCS for EDCS reads
QDDIND	366	A1	<u>QDD indicator - DSCVQDD</u> Quick Disability Determination (QDD) indicator Y = yes N = no
QDRMVDT	367- 374	I8CY MD	<u>QDD removal date - DSCVQDRD</u>
QDRMVRSN	375- 376	A2	<u>QDD removal reason - DSCVRRC</u> 01 = Necessary medical evidence has not been received. 02 = CE is necessary. 03 = Claimant moved to another state. 04 = Claimant returned to work. 05 = Claimant died during waiting period. 06 = Fully favorable determination can not be made. 07 = Non-medical development needed from FO. 08 = Disagreement between examiner and medical expert. 09 = MQGE case. 10 = Medicare only disabled widow. 11 = Class action re-adjudications. 12 = Claimant withdrew application and FO recalled case. 13 = Recalled by the FO for no other reason. 14 = Failure to cooperate. 15 = Corrective action required per OQP review. 16 = Medical Deferment criteria are met in accordance with DI 22505.010 17 = Work activity development needed by the FO 18 = Reopening of a prior decision needed 19 = DLI in the past 20 = Totalization Claim(s)

DDB			
ACRONYM	POSITION	FORMAT	DESCRIPTION
		I8CY	
QDREINDT	377- 384	MD	<u>QDD reinstatement date - DSCVQRED</u>
QDSCORE	385	A1	<u>QDD scoring code - DSCVQDSC</u> 1 = Scored, and meets the threshold 2 = Scored, and is below the threshold 3 = Attempted to score, but not result 4 = Scored, but not QDD DDS (statistical scoring) 5 = Tried to score for statistical purposes but failed
DSICLAIM	386	A1	<u>DSI claim - DSCVDSII</u> Disability Services Improvement Claim Y = yes N = no
		I8CY	
DEDIARYD	387- 394	MD	<u>Examiner diary date - DSCVDEDD</u> Disability Examiner's diary date
ORIGDICD	395	A1	<u>Original DDS Examiner Diary Reason Code</u> See DR (Diary Reason) field at position 73
DIARYFLG	396	A1	<u>Diary Model OD Flag Field</u> A = not run (invalid diary info date) B = not run (invalid date of birth) C = not run (invalid DODEC) D = not run (T16/under 18.2 years old) E = not run (T16/concurrent) F = not run (invalid final table key) G = not run (sampling) H = not run (SSN/BIC for CDR not in BSTAT file) I = run (DODEC <= 19860101 and MLN = 00505A or 00505B), DR = 7 J = run (PDX is 0430, or 0440, or 2790), DR = 7 1 = run (new DR = A, sampling) 3 = run (new DR = 3, sampling) 7 = run (new DR = 7, sampling) Y = run (new DR and diary info date)
FILLER	397- 419	A23	<u>Reserved For Future Use</u>
METHOD	420	A1	<u>Method used to derive state of residence</u> Z = ZIP code D = state of DDS O = state of DO/FO F = Foreign (consular code in ZIP) - = state not found (DASH) SPACE = METHOD not populated

**DDB
ACRONYM POSITION FORMAT DESCRIPTION**

* Date fields will show all 9's when unknown or invalid, except EPE dates which could have "Blank" or all 9's.
Contact Sara Kovacs for DSI data explanations.

**SSA - 832/3
DDB RECORD LAYOUT**

**DDB
ACRONYM POSITION FORMAT DESCRIPTION**

THIS FILE IS SORTED IN THE FOLLOWING ORDER:		
SSN	1-9	A
RID	13	A
TOC	14	A
AL	12	A
BIC	10-11	A
DODEC	15-20	A
RDT	23	D
ND	24	D
DDS	25-27	A

SSN **1-9** **A9** **Social Security Number**
999999999 = Unknown SSN

BIC **10-11** **A2** **Beneficiary ID Code**
A = Primary
Cx = Child
D, Dx = Widow/Widower
E, Ex = Widow/Widower
Mx = Uninsured
RA = Assistance Requested/Litigation Case
T = Uninsured Or Renal
Tx = Medicare Qualified Federal Employee's Auxiliary
W, Wx = Widow/Widower
ZZ = Unknown

NOTE: x means anything other than blank

AL **12** **A1** **Adjudicative Level**
* A = Initial
B = Recon

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			C = Recon DHU D = ALJ E = Appeals Council F = District Court * G = Reopening * I = Informal Remand Z = Unknown
			* Counted As Initial Cases (Per ORS). Otherwise Use A and G Only.
RID	13	A1	<u>Record Identification</u> 4 = Form SSA-833 (Title II) S = Form SSA-832 (Title XVI)
			NOTE: Unknowns Will Be Dropped
TOC	14	A1	<u>Type Of Claim</u> <u>Title II</u> 1 = DIB (Disabled Worker) 2 = FZ (Blind Worker) 3 = DWB (Disabled Widow/Widower) 4 = CDB (Child Over 18) 5 = ESRD (End-Stage Renal Disease) 6 = HIB (Medicare -- Can Be Used As MQFE) M = MQFE (Medically Qualified Government [Federal] Employee) <u>Title XVI</u> A = DI (Disabled Worker) B = DS (Disabled Spouse) C = DC (Disabled Child Under 18) D = BI (Blind Primary) E = BS (Blind Spouse) F = BC (Blind Child Under 18) G = AI (Alien Individual) H = AS (Alien Spouse) Z = Unknown Blank = Not Available
DODEC	15-22	I8CYMD	<u>Date Of DDS Or SSA Decision</u> CCYYMMDD
RDT	23	A1	<u>Result Of Determination</u>

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			C = Continuance S = Cessation T = Termination N = No Decision Q = Transfer
ND	24	A1	<u>NDDSS/ADOC Source Code</u> N = NDDSS M = Modified NDDSS Closure Record C = NDDSS And WBDOC Combined (OD Edit) T = Modified NDDSS Closure Record And WBDOC Combined (OD Edit) Blank = WBDOC
DDS	25-27	A3	<u>State Agency (DDS) Code</u> Refer to FOCEXEC named UTREGSTA for state definitions. Position 1-2 for DDS state number. Position 3: X for ODO Y for FDDS 88 Z for unknown Use all 3 positions for specific offices that are listed in DI 33520. For values in older files, refer to layout on shared drive in DDPIS\Branch1\Layouts\Historical\UNI8319C.
CCF	28	A1	<u>Concurrent Claim</u> N = Not Concurrent Y = Title II Claim Concurrently Filed With Title XVI Claim (same SSN) S = Special Concurrent (different SSN) V = Very Special (combination of the 'Y' and 'S' Codes)
RFC	29-30	A2	<u>Reason For Continuance/Cessation Code</u> 01-48 = Title II 50-99 = Title XVI 00 = Invalid Characters Blank = Not Available
BFD	31	A1	<u>Basis For Determination</u> A = Medical--Medical/Vocational B = Work C = Work--IRWE Involved

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			D = Other Z = Unknown Blank = Not Available
WRM	32-33	A2	<u>Why Disability Review Was Made</u> 00-31 34-44 = CDR Mailer 99 = Not Available/Invalid
DOB	34-41	I8CYMD	<u>Date Of Birth</u> CCYYMMDD CCYYMM15 = Unknown Day Of Birth CCYY8888 = Unknown Month And Day 99999999 = Invalid Characters or Unknown
DOBC	42	A1	<u>Date Of Birth Code</u> A = ADOC Record, Invalid Month Of Birth Or Year Of Birth Not In The Range For The DODEC Year. (Day Of Birth Set To 15, 77, 88, Or 99.) B = NDDSS Record, Invalid Month Of Birth Or Year Of Birth Not In The Range For The DODEC Year. (Day Of Birth Set To 15, 88, Or 99.) C = Current 831 Record, Invalid Month Of Birth Or Year Of Birth Not In The Range For The DODEC Year. (Day Of Birth Set To 15.) D = ADOC Record, Valid Month Of Birth And Year Of Birth Is In The Range For The DODEC Year. (Day Of Birth Set To 15.) E = NDDSS Or Current SSA-831 Record, Valid Month Of Birth And Year Of Birth Is In The Range For The DODEC Year. (Day Of Birth Set To 15.) F = Current SSA-831 Record, Only The CCYYMM Of Date Of Birth Has Been Changed By The Numident Information. (Day Of Birth Set To 15.) G = NDDSS Or Current 831 Record Includes Year, Month, and Day, However there Is a Problem With The Range Or Validity.

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			<p>L = Current SSA-831 Record, CCYYMMDD Of Date Of Birth Has Been Changed By The Numident Information.</p> <p>M = Current 831 Record, Only The DD Of Date Of Birth Has Been Changed By The Numident Information.</p> <p>N = NDDSS Or Current 831 Record, Month Of Birth And Day Of Birth Are Valid And Year Of Birth Is In The Range For The DODEC Year.</p>
BS	43-44	A2	<p><u>Body System Codes</u></p> <p>01 = Musculoskeletal System 02 = Special Senses And Speech 03 = Respiratory System 04 = Cardiovascular System 05 = Digestive System 06 = Genito-Urinary System 07 = Hematological Disorders 08 = Skin Disorders 09 = Endocrine System 10 = Multiple Body Systems 11 = Neurological 12 = Mental Disorders 13 = Malignant Neoplastic Diseases 14 = Immune System 19 = Growth Impairment 20 = Special/Other 99 = Invalid Code Used Blank = Not Available</p>
PDX	45-48	A4	<p><u>Primary Impairment Code</u></p> <p>0001-9999 0000 = Not Available/Blank</p>
RPDX	49-52	A4	<p><u>Recoded Primary Impairment Code</u></p> <p>0110-9480 Used To Convert ICD-9 Codes To Impairment Codes</p>
SDX	53-56	A4	<p><u>Secondary Impairment Code</u> (See PDX)</p>
RSDX	57-60	A4	<p><u>Recoded Secondary Impairment Code</u> (See RPDX)</p>

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
DD	61-66	I6CYM	<p><u>Diary Date</u> CCYYMM = Medical Reexam Date CCYY88 = Unknown Month 999999 = Invalid Characters or Unknown/Blank (Denials)</p>
DT	67	A1	<p><u>Diary Type</u> 3 = Medical Reexam, Nonpermanent (MIE) And (MIP) 4 = Medical Reexam, Permanent (MINE) 5 = Medical Reexam (Permanency Of Impairment Not Known) 6 = No Diary Required 9 = Title XVI VR Child Referral Z = Invalid Blank = Not Available</p>
DR	68	A1	<p><u>Diary Reason</u> A - Z 1, 3, 5, 7, 9 Blank</p> <p>DEFINE If DR = '3' then 'MIP' else if DR = '5' or '7' then 'MINE' else if (DR = 'E' or 'F' or 'G' or 'I' or 'J' or 'K' or 'L' or 'M' or 'N' or 'V' or 'W' or 'X' or 'Y' or 'Z') and DPM = 'P' then 'MINE' else if (DR = 'E' or 'F' or 'G' or 'I' or 'J' or 'K' or 'L' or 'M' or 'N' or 'V' or 'W' or 'X' or 'Y' or 'Z') and DPM <u>not</u> = 'P' then 'MIP' else if DR alphabetic and not spaces then 'MIE' else 'MIP'</p> <p>(Definitions provided by CDR Team - July 2004)</p>
LNA	69-71	A3	<p><u>List Number A</u> 001-999, Blank ZZZ = Unknown For a list of codes, see: http://policynet.ba.ssa.gov/poms.nsf/lrx/0433530005</p> <p>Listing codes will be populated in ascending order, beginning with LNA. If a second listing code is received, it will appear in LNB, etc.</p>

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
LNB	72-74	A3	<u>List Number B (See LNA)</u>
LNC	75-77	A3	<u>List Number C (See LNA)</u>
LND	78-80	A3	<u>List Number D (See LNA)</u>
LNE	81-83	A3	<u>List Number E (See LNA)</u>
LNF	84-86	A3	<u>List Number F (See LNA)</u>
SLC	87	A1	<u>Study List Code</u> A = Automatic SSI2 query (This is systems generated for Title XVI CDR Cases) B = ARC/HIV related, NY region - use discontinued C = Title XVI special childhood sample selection D = NY Region Only For AIDS Terminally Ill Cases E = Litigation - Stieberger (formerly Etsitty) F = reserved for future use (formerly Campbell) G = Full Process Model (formerly Boyd) H = Hearing DHU case I = State Of New York J = Special Title II Disability workload (formerly Luna) K = Single Decisionmaker Pilot (formerly Dixon) L = FPM Control case (formerly Wilkerson) M = Process Unification Disability Rationale N = Non federal cases O = Unassigned P = Process Unification Initiative #4 (formerly Peck) Q = Zebley R = Federal DDS MIRS/Mental Reapplication for New York S = DAA Redetermination (formerly City Of New York) T = Samuels U = Terminally Ill Cases (NY Region; Uses "D" For AIDS Terminally Ill Cases). V = reserved for future use (formerly Diaz) W = Mississippi (formely Wilson) X - OIO Y = City Of New York Z = Robert Smith 0 (zero) = Bailey 1 = Canadian claims for New York & Boston Regions 2 = Listing code 122 case 3 = Marcus 1991 On (formerly Court Ordered Reopenings Other Than Allowances)

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION																																								
			<p>4 = Hyatt</p> <p>5 = reserved for future use (formerly McDonald)</p> <p>6 = Johnson From June 1991 On (formerly Polaski Through May 1991)</p> <p>7 = DMA (Document Management Architecture) - AeDib (formerly Schisler)</p> <p>8 = Redetermination Pursuant to P.L. 104-193 Age 18 or Childhood (formerly Aldrich)</p> <p>9 = Age 19 became 19 prior to initiation of redetermination - CDR conducted (formerly Morrison)</p> <p>All Blanks = Not Available/Not Applicable</p> <p><i>This field was updated according to POMS SM 6001.120 on July 2, 2003</i></p>																																								
LIT1	88-90	A3	<p><u>Litigation Code 1</u></p> <p>Valid Litigation Codes range from 750-798 & 800-899, however the codes listed below include those known at the present time. For codes not listed consult POMS history or contact the Litigation Staff.</p> <p>Regardless of incoming position in litigation code area, litigation codes will be populated in SSA-831 file in ascending order, beginning with LIT1. If a second listing code is received, it will appear in LIT2, etc.</p> <p><u>Codes below are current as of 7/25/2003.</u></p> <table> <tr><td>000</td><td>Unknown/not coded</td></tr> <tr><td>108</td><td>Operation Iraq Freedom claim</td></tr> <tr><td>500</td><td>Albany DDS cases sent to Buffalo for adjud. Jamaica (NY) DDS cases sent to Albany for adjud.</td></tr> <tr><td>501</td><td>adjud.</td></tr> <tr><td>755</td><td>Hyatt 3</td></tr> <tr><td>757</td><td>Small</td></tr> <tr><td>760</td><td>Hyatt Reassessment</td></tr> <tr><td>766</td><td>Hickman</td></tr> <tr><td>771</td><td>Silveira</td></tr> <tr><td>772</td><td>Curry</td></tr> <tr><td>775</td><td>Zebley Med. Redeterm.</td></tr> <tr><td>783</td><td>Goodnight</td></tr> <tr><td>789</td><td>Kendrick</td></tr> <tr><td>790</td><td>Childhood Med. Redeterm.</td></tr> <tr><td>791</td><td>Laird</td></tr> <tr><td>795</td><td>Thayer</td></tr> <tr><td>796</td><td>ALJ Dutle</td></tr> <tr><td>797</td><td>Surrell</td></tr> <tr><td>801</td><td>Bailey</td></tr> <tr><td>808</td><td>Dixon</td></tr> </table>	000	Unknown/not coded	108	Operation Iraq Freedom claim	500	Albany DDS cases sent to Buffalo for adjud. Jamaica (NY) DDS cases sent to Albany for adjud.	501	adjud.	755	Hyatt 3	757	Small	760	Hyatt Reassessment	766	Hickman	771	Silveira	772	Curry	775	Zebley Med. Redeterm.	783	Goodnight	789	Kendrick	790	Childhood Med. Redeterm.	791	Laird	795	Thayer	796	ALJ Dutle	797	Surrell	801	Bailey	808	Dixon
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796	ALJ Dutle																																										
797	Surrell																																										
801	Bailey																																										
808	Dixon																																										

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			812 Hyatt
			813 Grant
			819 Salamalekis
			823 Robert Smith
			825 State of New York
			829 Zebley
			835 Walton
			857 Walton II
			867 Thomas
			870 Adamson
			886 Bozzi
			888 Cuffee
			889 Stieberger
			896 Boring
			899 Rosetti
LIT2	91-93	A3	<u>Litigation Code 2 (See LIT1)</u>
LIT3	94-96	A3	<u>Litigation Code 3 (See LIT1)</u>
LIT4	97-99	A3	<u>Litigation Code 4 (See LIT1)</u>
LIT5	100-102	A3	<u>Litigation Code 5 (See LIT1)</u>
LIT6	103-105	A3	<u>Litigation Code 6 (See LIT1)</u>
LIT7	106-108	A3	<u>Litigation Code 7 (See LIT1)</u>
LIT8	109-111	A3	<u>Litigation Code 8 (See LIT1)</u>
LIT9	112-114	A3	<u>Litigation Code 9 (See LIT1)</u>
LIT10	115-117	A3	<u>Litigation Code 10 (See LIT1)</u>
DDPB	118-125	I8CYMD	<u>Date Disability Period Began</u> CCYYMMDD CCYYMM15 = Unknown Day CCYY8888 = Unknown Month And Day 99999999 = Invalid Characters or Unknown/Not Available * Per Sara Kovacs (email dated 8/30/2011), this field is populated with 9's since 2002.
DO	126-128	A3	<u>District Office Code</u> A00-K99 Or 000-999

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			ZZZ = Unknown/Invalid Characters Blank = Not Available
OY	129-130	A2	<u>Occupation Years</u> 00-99 ZZ = Unknown Blank = Not Available
OCC	131-132	A2	<u>Occupation Code</u> 00-99 ZZ = Unknown Blank = Not Available
IND	133-134	A2	<u>Industry Code</u> 00-99 ZZ = Unknown Blank = Not Available
ED	135-136	A2	<u>Education Years</u> 00-26, 99 ZZ = Unknown Blank = Not Available
VRA	137	A1	<u>VR Action</u> A = Referred To VR B = Not Referred To VR C = Previously Referred 1 = Referred To VR And Agency For Children 2 = Child Under 16--Referred To Agency Blank = Unavailable Z = Unknown
VRN	138-142	A5	<u>Vocational Rule Number</u> 201.01-203.31 And 204.00 Blank = Not Available ZZZZZ = Unknown
MLN	143-149	A7	<u>Medical List Number</u> 001 To 014 Part A--Adult Listings 100 To 114 Part B--Childhood Listings (Title XVI Only) ZZZZZZZ = Unknown Blank = Not Available
SPC	150-151	A2	<u>Physician Specialty Code</u>

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			01-47 Blank = Not Available 99 = Unknown
DOT	152-157	I6CYM	<u>Date of Termination</u> CCYYMM CCYY88 = Unknown Month 999999 = Invalid Characters or Unknown/Not Available
FS	158	A1	<u>Federal Sample Indicator</u> N = Not Selected P = Preeffectuation Review Q = Quality Review Z = Unknown
BI	159	A1	<u>Case Of Blindness</u> A = Not Disabled For Cash Benefits B = Disabled For Cash Benefits Blank = Not Coded Z = Unknown
BICASHDT	160-165	I6CYM	<u>Blindness Continues For Cash Benefit Date</u> CCYYMM CCYY88 = Unknown Month 999999 = Unknown/Not Available or Nonnumeric Characters
BICEASED	166-171	I6CYM	<u>Blindness Ceased Other Impairment Date</u> CCYYMM CCYY88 = Unknown Month 999999 = Unknown/Not Available or Nonnumeric Characters
BINOCASH	172-177	I6CYM	<u>Blindness Continues For Noncash Benefit Date</u> CCYYMM CCYY88 = Unknown Month
OE	*178	A1	<u>Other Entitlement</u> <u>832s</u> N = No Other Entitlement Z = Invalid Characters Blank = Not Available/Not Applicable <u>833s</u> Y = Yes, Other Entitlement

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			N = No Other Entitlement Z = Invalid Characters Blank = Not Available/Not Applicable
DET	*179	A1	<u>Determination</u> 1 = Disability 2 = Impairment Severity Blank = Unknown/Not Coded Z = Invalid Characters
EPEDATE *	180-185	I6CYM	<u>EPE Begin Date</u> CCYYMM CCYY88 = Unknown Month 999999 or Blank = Unknown/Not Available or Invalid Characters
EPE_DENY *	186	A1	<u>EPE Reinstatement Denied</u> Y = EPE Reinstatement Denied Blank = Not Available/Unknown
EPEREIN*	187-192	I6CYM	<u>EPE Reinstatement Allowed</u> CCYYMM CCYY88 = Unknown Month 999999 or Blank = Unknown/Not Available or Invalid Characters
EPESUSP *	193-198	I6CYM	<u>EPE Suspended After Reinstatement</u> CCYYMM CCYY88 = Unknown Month 999999 or Blank = Unknown/Not Available or Invalid Characters
EPETERM *	199-204	I6CYM	<u>EPE Benefit Termination</u> CCYYMM CCYY88 = Unknown Month 999999 or Blank = Unknown/Not Available or Invalid Characters
CDODEC	205	A1	<u>Changed DODEC</u> C = Record Where DODEC Is Derived From FLD (OD Edit) Q = Changed As A Result Of OPIR Actions Blank = Not Applicable
SEX	206	A1	<u>Sex Code</u>

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			F = Female M = Male U = Not Determined/Unknown Z = Not Available After Numident Match
RACE	207	A1	<u>Race Code</u> A = Asian B = Black/Negro H = Hispanic I = North American Indian Or Eskimo O = Other U = Not Determined/Unknown W = White Z = Not Available After Numident Match
LASTN	208-233	A26	<u>Last Name Of Claimant</u> 26 Characters Of Last Name
FIRSTN	234-249	A16	<u>First Name Of Claimant</u> 16 Characters Of First Name
MIDDLEN	250-259	A10	<u>Middle Name Of Claimant</u> 10 Characters Of Middle Name
CDT	260-261	A2	<u>Continuing Disability Review Type</u> 01 = Medical Improvement Expected (MIE) Diary 02 = T16 Childhood Disability Redetermination 03 = Medical Improvement Possible (MIP) Diary 04 = T16 age 18 Disability Determination 05 = Expedited Reinstatement 06 = Named Litigant/Court Case 07 = Reserved for future use 08 = Reopened Mental Impairment 09 = Medical Improvement Not Expected (MINE) Diary 10 = Automated Direct Release Only MINE Diary 11 = Reserved for future use 12 = Extended Period of Eligibility (EPE) Review 13 = Miscellaneous (Included T16 1619 Cases) 34 = CDR mailer released in FY 1994 35 = CDR mailer released in FY 1995 36 = CDR mailer released in FY 1996 37 = CDR mailer released in FY 1997 38 = CDR mailer released in FY 1998 39 = CDR mailer released in FY 1999

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			40 = CDR mailer released in FY 2000 41 = CDR mailer released in FY 2001 42 = CDR mailer released in FY 2002 43 = CDR mailer released in FY 2003 44 = CDR mailer released in FY 2004 or later 99 = Unknown Blank = Not Available
DPM	262	A1	<u>Permanent Disability Code</u> N = Nonpermanent P = Permanent 0 (Zero) = Denial Or Cessation Decision Blank = Not Coded Z = Unknown
SLCQ	263	A1	<u>Study List Code (Zebley)</u> Q = Zebley Case Provided Through The Reconciliation Process Blank = Not Applicable
DAA	264	A1	<u>Drug Or Alcohol Addiction</u> A = Alcohol Does Contribute To Findings B = Both, DA&A Does Contribute To Findings D = Drugs Do Contribute To Findings N = No, DA&A Does Not Contribute To Findings W = No medical evidence of DAA X = Alcoholism not material to Findings Y = Drug Addiction not material to findings Z = Neither DA or A is material to findings Blank = Unknown/Invalid Code
NOTE: Codes W, X, Y & Z effective as of March 1996 with DAA Legislation but coding was not input by DDSs until 5/96.			
RECONDTE	265-272	I8CYMD	<u>Reconsideration Date</u> CCYYMMDD CCYY8888 = Unknown Month And Day 99999999 = Unknown/Not Available or Nonnumeric Characters
EOR	273	A1	<u>Evidence Of Record</u> Y = EOR Purchased N = EOR Not Purchased

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			Blank = WBD0C record
CER	274	A1	<u>Consultative Examination Request</u> Y = CER Requested N = CER Not Requested Blank = WBD0C record
ESC	275	A1	<u>Escalated Claim</u> Y = Claim Escalated To The Reconsideration Level N = Claim Was Not Escalated Blank = WBD0C record
ONDCODE	276	A1	<u>Onset Code Type</u> P = Title XVI Presumptive DIB C = Title II Change In Onset Date F = Final Allowance Blank = Not Coded Z = Unknown
SCF	277	A1	<u>Special Case Flag</u> F = Transitional Fed Medicare M = Regular Fed Medicare P = DIB Quality Branch Case R = Title II 13th Month C = Other D = Drug Or Alcohol Addiction E = Collateral Estoppel H = DHU Hearing Held Blank = Not Available/Not Applicable Z = Unknown
SUC	278	A1	<u>Special Use Code</u> Used By Special Instruction Codes Not Listed In NDDSS Manual Or The SSA-832/3 POMS Values Of A To Z Or Blank
BIDATE	279-286	I8CYMD	<u>Adjusted Blind Onset Date</u> CCYYMMDD CCYYMM15 = Unknown Day CCYY8888 = Unknown Month 99999999 = Unknown/Not Available
I301	287	A1	<u>301 Indicator Case</u> Y = 301 Case

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			N = Not A 301 Case Blank = Not Available/Invalid Character
STRDATE	288-295	I8CYMD	<u>State Receipt Date</u> CCYYMMDD 99999999 = Unknown/Not Available CCYY8888 = Unknown Month CCYYMM88 = Unknown Day
XAN	296-304	A9	<u>Cross-reference Account Number</u> May be beneficiary's own account number, or the account number of a related claim
MAN	305-313	A9	<u>Modified Account Number</u> Old SSN entry, which was corrected to entry which now appears in SSN field. SCORSSN (below) shows correction source.
SCORSSN	314	A1	<u>Source of Corrected SSN</u> Source of change reflected by MAN (above) C = SSN update on NDDSS, prior to closure Q = Zebley reconciliation activity U = SSN update on NDDSS, relationship to closure date unknown--possible duplicate record under MAN, to be resolved. W = SSN update on NDDSS, after closure--possible duplicate has been resolved
SSNVER	315-316	A2	<u>SSN Verification</u> (Future Use, in reconciliation projects--may be source and verification code)
SAORACT	317	A1	<u>SAOR Action Code</u> A = Received this report week B = Pending at the beginning and closing of this report week C = Received and closed within this report week D = Closed this report week F = Closed and already counted during a prior report week (For SAOR/DDB reconciliation projects--see SM 06006.015.)
ZIP	318-326	A9	<u>ZIP Code Of Claimant</u> See National Zip Code Directory
ST	327-328	A2	<u>State Of Claimants Residence</u>

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
			(Decoded From ZIP) Alphabetic Codes For States: AL-WY
STNUM	329-330	A2	<u>State Code (Numerical)</u> (Decoded From ZIP) Numeric Codes For States: 01-53, 64, 65, 67, 88 and 99
WOF	331-338	I8CYMD	<u>Week Of File</u> CCYMMDD = The last day of the processing week (which is Saturday through Friday) of the records that are posted to the Master File. (Records are posted on the following Monday.)
OPD	339-346	I8CYMD	<u>Original Posting Date</u> CCYMMDD = The WOF of the first record posted to the Master File. When duplicate records come through the Transaction File, this date will be copied to the current record from the old record, before the old record is overwritten.
MDREC	347	A1	<u>Medical Development Record?</u> Y = Yes P = Prior MD information can still be found in the MD file. N = No
SKEL	348	A1	<u>Skeleton Record Created or Full Record Corrected From</u> NOTE: This field is reserved for future use.
DDSSV	349-351	A3	<u>DDS Code from TRIDE</u> S & V codes from TRIDE - added May 2001
OLDSLC1	352	A1	<u>Previous SLC</u> See SLC. A # sign indicates field never used
OLDSLC2	353	A1	<u>Second Previous SLC</u> See SLC. A # sign indicates field never used
OLDSLC3	354	A1	<u>Third Previous SLC</u> See SLC. A # sign indicates field never used
OLDSLC4	355	A1	<u>Fourth Previous SLC</u> See SLC. A # sign indicates field never used
OLDSLC5	356	A1	<u>Fifth Previous SLC</u> See SLC. A # sign indicates field never used

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
SSIP	357	A1	<u>SSI PER Indicator</u> Y Blank
EDIBPI	358	A1	<u>EDCS Indicator</u> Y= EDCS Blank
EDIBFLDR	359-367	A9	<u>eDib Folder Number</u> 000000001 - 999999999 = EDCS Spaces or All Zeroes = Non-EDCS
EDIBCASE	368-376	A9	<u>eDib Case Number</u> 000000001 - 999999999 = EDCS Spaces or All Zeroes = Non-EDCS
EDIBSEQ	377-385	A9	<u>eDib Sequence Number</u> 000000001 - 999999999 = EDCS Spaces or All Zeroes = Non-EDCS
PINDC	386	A1	<u>EDCS Current Paper Indicator</u> 0 = Fully Electronic (IDA certified) 1 = Paper Case (IDA Certified) 2 = EDCS involvement Blank = no EDCS involvement
PINDP	387	A1	<u>EDCS Prior Paper Indicator</u> 0 = Fully Electronic (IDA certified) 1 = Paper Case (IDA Certified) 2 = EDCS involvement Blank = no EDCS involvement
SSNMCS	388-396	A9	<u>SSN from MCS - DSCVCLMT</u> Claimant's SSN from MCS for EDCS reads
QDDIND	397	A1	<u>QDD indicator - DSCVQDD</u> Quick Disability Determination (QDD) indicator Y = yes N = no
QDRMVDT	398-405	I8CYMD	<u>QDD removal date - DSCVQDRD</u> QDD removal date

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
QDRMVRSN	406-407	A2	<u>QDD removal reason - DSCVRRRC</u> QDD removal reason 01 = Necessary medical evidence has not been received. 02 = CE is necessary. 03 = Claimant moved to another state. 04 = Claimant returned to work. 05 = Claimant died during waiting period. 06 = Fully favorable determination can not be made. 07 = Non-medical development needed from FO. 08 = Disagreement between examiner and medical expert. 09 = MQGE case. 10 = Medicare only disabled widow. 11 = Class action re-adjudications. 12 = Claimant withdrew application and FO recalled case. 13 = Recalled by the FO for no other reason. 14 = Failure to cooperate. 15 = Corrective action required per OQP review. 16 = Medical Deferment criteria are met in accordance with DI 22505.010 17 = Work activity development needed by the FO 18 = Reopening of a prior decision needed 19 = DLI in the past 20 = Totalization Claim(s)
QDREINDT	408-415	I8CYMD	<u>QDD reinstatement date - DSCVQRED</u> QDD reinstatement date
QDSCORE	416	A1	<u>QDD scoring code - DSCVQDSC</u> 1 = Scored, and meets the threshold 2 = Scored, and is below the threshold 3 = Attempted to score, but not result 4 = Scored, but not QDD DDS (statistical scoring) 5 = Tried to score for statistical purposes but failed
DSICLAIM	417	A1	<u>DSI claim - DSCVDSII</u> Disability Services Improvement Claim Y = yes N = no
DEDIARYD	418-425	I8CYMD	<u>Examiner diary date - DSCVDEDD</u> Disability Examiner's diary date
ORIGDIACD	426	A1	<u>Original DDS Examiner Diary Reason Code</u> See DR field at position 68

DDB ACRONYM	POSITION	FORMAT	DESCRIPTION
DIAFLAG	427	A1	<u>Diary Model OD Flag Field</u>
CPDFPIND	428	A1	<u>CPD Folder Paper Indicator</u>
FILLER	429-439	A11	<u>Reserved For Future Use</u>
METHOD	440	A1	<u>Method used to derive state of residence</u> Z = ZIP code D = state of DDS O = state of DO/FO F = Foreign (consular code in ZIP) - = state not found (DASH) SPACE = METHOD not populated

*Date fields will show all 9's when unknown or invalid, except EPE dates which could have "Blank" or all 9's.

APPENDIX E

FILE LAYOUT OF THE DC213F

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Division of Enterprise Architecture and Data Administration

Enterprise Metadata Repository

Table Detail Report

Run Date : 06/15/2018 10:36 AM

ALLGERNG

Business Name : Alleged Earnings

Type : Table

Database Physical Name : MDCF

Schema Physical Name : MDCF

Subject Area : Disability

Table Description :

Number of Columns: 10

Column Physical Name	Column Business Name	Data Type	Length (Scale)	Column Description
PRTN_NUM (PK : 1)	Partition Number	SMALLINT	2	Identifier for the physical partition segment of the DCF housing the master record. Used in conjunction with the Client's Own SSN to uniquely identify each individual. CLIENT ID is necessary in cases where a person cannot be assigned their own SSN
COSSN (PK : 2)	Clients Own Social Security Number	CHAR	9	The value assigned to the client by the Social Security Administration via the enumeration process.
CID (PK : 3)	Client Identifier	CHAR	2	The value assigned to the person whose own Social Security Number (SSN) is unavailable in order to identify them in relation to someone else's SSN.
ERNGS_DT (PK : 4)	Earnings Date	DATE	4	
ALLGD_AMT	Alleged Amount	DECIMAL	7 (2)	
INSRT_TS	Insert Timestamp	TIMESTMP	10 (0)	The date and time the row was inserted.

INSRT_PIN	Insert Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who inserted the row.
LU_PGM_NM	Last Update Program Name	CHAR	8	The name of batch program that last updated the row.
LU_TS	Last Update Timestamp	TIMESTMP	10 (0)	The date and time the row was last updated.
LU_PIN	Last Update Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who last updated the row.

Number of Indexes: 2

Index Name	Index Type	Index Column Physical Name
ALLGERX1	Indexed/Primary Key	PRTN_NUM
ALLGERX1	Indexed/Primary Key	COSSN
ALLGERX1	Indexed/Primary Key	CID
ALLGERX1	Indexed/Primary Key	ERNGS_DT
ALLGERX2	Indexed	COSSN
ALLGERX2	Indexed	CID
ALLGERX2	Indexed	ERNGS_DT

Division of Enterprise Architecture and Data Administration

Enterprise Metadata Repository

Table Detail Report

Run Date : 07/12/2018 10:51 AM

CLM

Business Name : Claim

Type : Table

Database Physical Name : MDCF

Schema Physical Name : MDCF

Subject Area : Disability

Table Description :

Number of Columns: 28

Column Physical Name	Column Business Name	Data Type	Length (Scale)	Column Description
PRTN_NUM (PK : 1)	Partition Number	SMALLINT	2	Identifier for the physical partition segment of the DCF housing the master record. Used in conjunction with the Client's Own SSN to uniquely identify each individual. CLIENT ID is necessary in cases where a person cannot be assigned their own SSN
COSSN (PK : 2)	Clients Own Social Security Number	CHAR	9	The value assigned to the client by the Social Security Administration via the enumeration process.
CID (PK : 3)	Client Identifier	CHAR	2	The value assigned to the person whose own Social Security Number (SSN) is unavailable in order to identify them in relation to someone else's SSN.
CTL_DT (PK : 4)	Control Date	DATE	4	

CLMSSN (PK : 5)	Claim Social Security Number	CHAR	9	The value assigned to the claim as the controlling Social Security Number established during the application process for a Social Security administered program.
CLMSSN_ID (PK : 6)	Claim Social Security Number Identifier	CHAR	3	
SSACT	Social Security Act Title	CHAR	2	
DISB_ONST_DT	Disability Onset Date	DATE	4	
EFF_FLG_DT	Effective Filing Date	DATE	4	The month, day and year an application is deemed to have been filed when the actual filing date is not used because there is a protective writing that allows a more advantageous adjudication or because the filing date is effectively in the future because of eligibility requirements.
TKT_CTLCLM_SW	Ticket Controlling Claim Switch	CHAR	1	
REV_CTLCLM_SW	Review Controlling Claim Switch	CHAR	1	
CRNT_CLMSSN_ID	Current Claim Social Security Number Identifier	CHAR	3	
TWP_CMPL_MDT	Trial Work Period Complete Month Date	DATE	4	
IRP_CMPL_MDT	Initial Reinstatement Period Complete Month Date	DATE	4	
ADJULVL_CD	Adjudicative Level Code	CHAR	1	
CLAS_CD	Class Code	CHAR	1	
ADJUD_DT	Adjudicated Date	DATE	4	
FLDR_TYP	Folder Type	CHAR	1	
FLDR_OCD	Folder Office Code	CHAR	3	
FLDR_RCONST_CD	Folder Reconstruction Code	CHAR	1	
TWPF_DCN_DT	Trial Work Period Fraud Decision Date	DATE	4	
TWPF_DCN_CD	Trial Work Period Fraud Decision Code	CHAR	1	
INSRT_TS	Insert Timestamp	TIMESTAMP	10 (0)	The date and time the row was inserted.
INSRT_PIN	Insert Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who inserted the row.

LU_OCD	Last Update Office Code	CHAR	3	Identifies a component with which Social Security Administration has a relationship, that lasted updated the row.
LU_PGM_NM	Last Update Program Name	CHAR	8	The name of batch program that last updated the row.
LU_TS	Last Update Timestamp	TIMESTMP	10 (0)	The date and time the row was last updated.
LU_PIN	Last Update Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who last updated the row.

Number of Indexes: 3

Index Name	Index Type	Index Column Physical Name
CLMX1	Indexed/Primary Key	PRTN_NUM
CLMX1	Indexed/Primary Key	COSSN
CLMX1	Indexed/Primary Key	CID
CLMX1	Indexed/Primary Key	CTL_DT
CLMX1	Indexed/Primary Key	CLMSSN
CLMX1	Indexed/Primary Key	CLMSSN_ID
CLMX2	Indexed	COSSN
CLMX2	Indexed	CID
CLMX2	Indexed	CTL_DT
CLMX2	Indexed	CLMSSN
CLMX2	Indexed	CLMSSN_ID
CLMX3	Indexed	CLMSSN
CLMX3	Indexed	CLMSSN_ID
CLMX3	Indexed	COSSN
CLMX3	Indexed	CID
CLMX3	Indexed	PRTN_NUM
CLMX3	Indexed	CTL_DT

Division of Enterprise Architecture and Data Administration

Enterprise Metadata Repository

Table Detail Report

Run Date : 05/24/2018 02:39 PM

CLNT

Business Name : Client

Type : Table

Database Physical Name : MDCF

Schema Physical Name : MDCF

Subject Area : Disability

Table Description :

Number of Columns: 30

Column Physical Name	Column Business Name	Data Type	Length (Scale)	Column Description
PRTN_NUM (PK : 1)	Partition Number	SMALLINT	2	Identifier for the physical partition segment of the DCF housing the master record. Used in conjunction with the Client's Own SSN to uniquely identify each individual. CLIENT ID is necessary in cases where a person cannot be assigned their own SSN
COSSN (PK : 2)	Clients Own Social Security Number	CHAR	9	The value assigned to the client by the Social Security Administration via the enumeration process.
CID (PK : 3)	Client Identifier	CHAR	2	The value assigned to the person whose own Social Security Number (SSN) is unavailable in order to identify them in relation to someone else's SSN.
FNM	First Name	CHAR	15	
MNM	Middle Name	CHAR	15	
LNМ	Last Name	CHAR	20	
SFX	Suffix	CHAR	4	

T2_DOB	Title II Birth Date	DATE	4	
T16_DOB	Title XVI Birth Date	DATE	4	
T2_DOD	Title II Death Date	DATE	4	
T16_DOD	Title XVI Death Date	DATE	4	
ODO_DIG	Office of Disability Operations Diagnosis Code	CHAR	10	
ODO_SDIG	Office of Disability Operations Secondary Diagnosis Code	CHAR	10	
ODO_MDR	Office of Disability Operations Medical Diary Reason	CHAR	1	
ODO_DRY_PERM_CD	Office of Disability Operations Diary Permanent Code	CHAR	1	
ODO_DRY_MDT	Office of Disability Operations Diary Month Date	DATE	4	
ALT_PHNNUM15	Alternate Phone Number 15	CHAR	15	
ALT_PHN_CD	Alternate Telephone Code	CHAR	1	
INSRT_TS	Insert Timestamp	TIMESTMP	10 (0)	The date and time the row was inserted.
INSRT_PIN	Insert Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who inserted the row.
LU_PGM_NM	Last Update Program Name	CHAR	8	The name of batch program that last updated the row.
LU_TS	Last Update Timestamp	TIMESTMP	10 (0)	The date and time the row was last updated.
LU_PIN	Last Update Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who last updated the row.
ZIP_CD	Zone Improvement Plan Code	CHAR	5	Identifies the zone improvement plan code for an address under the jurisdiction of, or contracted through, the United States Postal Service.
ST_CD	State Code	CHAR	2	
IMPRMNT_CD	Impairment Code	CHAR	2	Identifies a physical or mental impairment as specified by Social Security
MRKTN_FL_PREF_CD	Marketing File Preference Code	CHAR	1	Identifies the preference for ticket holders to restrict what gets included in the marketing file sent to the Employment Networks. Y: No marketing restrictions N: No marketing contact permitted A: Contact by regular mail only

SCC	State and County Code	CHAR	5	Identifies the state and county code associated with the beneficiary.
TKT_HLDR_VET_SW	Ticket Holder Veteran Switch	CHAR	1	A positive or negative value that represents whether or not the client participating in the Ticket to Work Program is a Veteran. Allowable values 'Y' or 'N'.
DMRKT_SLTN_CD	Dynamic Marketing Selection Code	CHAR	1	Identifies what statistics and models provide the best marketing yields for Associate Commissioner for Research, Demonstration, and Employment Support (ORDES) research. This it is a fluctuating code based on the marketing effort at that time.

Number of Indexes: 10

Index Name	Index Type	Index Column Physical Name
CLNTX1	Indexed/Primary Key	PRTN_NUM
CLNTX1	Indexed/Primary Key	COSSN
CLNTX1	Indexed/Primary Key	CID
CLNTX10	Indexed	DMRKT_SLTN_CD
CLNTX2	Indexed	COSSN
CLNTX2	Indexed	CID
CLNTX3	Indexed	LNМ
CLNTX4	Indexed	FNM
CLNTX5	Indexed	ZIP_CD
CLNTX6	Indexed	ST_CD
CLNTX7	Indexed	IMPRMNT_CD
CLNTX8	Indexed	MRKTN_FL_PREF_CD
CLNTX9	Indexed	SCC

Division of Enterprise Architecture and Data Administration Enterprise Metadata Repository

Table Detail Report

Run Date : 07/12/2018 10:53 AM

MEDICAL

Business Name : Medical

Type : Table

Database Physical Name : MDCF

Schema Physical Name : MDCF

Subject Area : Disability

Table Description :

Number of Columns: 26

Column Physical Name	Column Business Name	Data Type	Length (Scale)	Column Description
PRTN_NUM (PK : 1)	Partition Number	SMALLINT	2	Identifier for the physical partition segment of the DCF housing the master record. Used in conjunction with the Client's Own SSN to uniquely identify each individual. CLIENT ID is necessary in cases where a person cannot be assigned their own SSN
COSSN (PK : 2)	Clients Own Social Security Number	CHAR	9	The value assigned to the client by the Social Security Administration via the enumeration process.
CID (PK : 3)	Client Identifier	CHAR	2	The value assigned to the person whose own Social Security Number (SSN) is unavailable in order to identify them in relation to someone else's SSN.
CTL_DT (PK : 4)	Control Date	DATE	4	

CLMSSN (PK : 5)	Claim Social Security Number	CHAR	9	The value assigned to the claim as the controlling Social Security Number established during the application process for a Social Security administered program.
CLMSSN_ID (PK : 6)	Claim Social Security Number Identifier	CHAR	3	
DETN_SEQ_NUM (PK : 7)	Determination Sequence Number	SMALLINT	2	
MED_STDT	Medical Start Date	DATE	4	
MED_TYP	Medical Type	CHAR	1	
DIG	Diagnosis Code	CHAR	10	Identifies a physical or mental diagnosis as specified by Social Security.
SDIG	Secondary Diagnosis Code	CHAR	10	Identifies a physical or mental diagnosis as specified by Social Security
MDR	Medical Diary Reason	CHAR	1	Identifies the medical diary reason.
DRY_PERM_CD	Diary Permanent Code	CHAR	1	
MRE_DRY_MDT	Medical Reexamination Diary Month Date	DATE	4	
LISTG_CD	Listing Code	CHAR	10	
VORULE	Vocational Rule	CHAR	6	
RBSS	Regulation Basis Code	CHAR	3	
NDDSS_DT	National Disability Determination Services System Date	DATE	4	
BLND_ONST_DT	Blind Onset Date	DATE	4	
REV_TYP	Review Type	CHAR	1	Identifies the the type of Continuing Disability review (CDR). Review Types: S - T16MEDICAL E - EXR P - PL-104-193 (Personal Resp and Work Opp) C- Low Birth Weight(LBW)/Child/Age 18 M - T2MEDICAL W - T2WORK Display Values: 1 - T16MEDICAL 2 - EXR 3 - PL-104-193 (Personal Resp and Work Opp) 4 - Low Birth Weight(LBW)/Child/Age 18 5 - T2MEDICAL 6 - T2WORK Decoded: 1=S 2=E 3=P 4=C 5=M 6=W
INSRT_TS	Insert Timestamp	TIMESTMP	10 (0)	The date and time the row was inserted.

INSRT_PIN	Insert Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who inserted the row.
LU_PGM_NM	Last Update Program Name	CHAR	8	The name of batch program that last updated the row.
LU_TS	Last Update Timestamp	TIMESTMP	10 (0)	The date and time the row was last updated.
LU_PIN	Last Update Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who last updated the row.
LU_OCD	Last Update Office Code	CHAR	3	Identifies a component with which Social Security Administration has a relationship, that lasted updated the row.

Number of Indexes: 2

Index Name	Index Type	Index Column Physical Name
MEDX1	Indexed/Primary Key	PRTN_NUM
MEDX1	Indexed/Primary Key	COSSN
MEDX1	Indexed/Primary Key	CID
MEDX1	Indexed/Primary Key	CTL_DT
MEDX1	Indexed/Primary Key	CLMSSN
MEDX1	Indexed/Primary Key	CLMSSN_ID
MEDX1	Indexed/Primary Key	DETN_SEQ_NUM
MEDX2	Indexed	COSSN
MEDX2	Indexed	CID
MEDX2	Indexed	CTL_DT
MEDX2	Indexed	CLMSSN
MEDX2	Indexed	CLMSSN_ID
MEDX2	Indexed	DETN_SEQ_NUM

Division of Enterprise Architecture and Data Administration Enterprise Metadata Repository

Table Detail Report

Run Date : 06/15/2018 10:40 AM

T2ERNGS

Business Name : Title II Earnings

Type : Table

Database Physical Name : MDCF

Schema Physical Name : MDCF

Subject Area : Disability

Table Description :

Number of Columns: 14

Column Physical Name	Column Business Name	Data Type	Length (Scale)	Column Description
PRTN_NUM (PK : 1)	Partition Number	SMALLINT	2	Identifier for the physical partition segment of the DCF housing the master record. Used in conjunction with the Client's Own SSN to uniquely identify each individual. CLIENT ID is necessary in cases where a person cannot be assigned their own SSN
COSSN (PK : 2)	Clients Own Social Security Number	CHAR	9	The value assigned to the client by the Social Security Administration via the enumeration process.
CID (PK : 3)	Client Identifier	CHAR	2	The value assigned to the person whose own Social Security Number (SSN) is unavailable in order to identify them in relation to someone else's SSN.
ERNGS_DT (PK : 4)	Earnings Date	DATE	4	
GRS_AMT	Gross Amount	DECIMAL	7 (2)	
VRFD_IND	Verified Indicator	CHAR	1	
SE_NET_AMT	Self Employment Net Amount	DECIMAL	7 (2)	

SE_VRFD_IND	Self Employment Verified Indicator	CHAR	1	
SE_HRS	Self Employment Hour Count	SMALLINT	2	
INSRT_TS	Insert Timestamp	TIMESTMP	10 (0)	The date and time the row was inserted.
INSRT_PIN	Insert Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who inserted the row.
LU_PGM_NM	Last Update Program Name	CHAR	8	The name of batch program that last updated the row.
LU_TS	Last Update Timestamp	TIMESTMP	10 (0)	The date and time the row was last updated.
LU_PIN	Last Update Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who last updated the row.

Number of Indexes: 2

Index Name	Index Type	Index Column Physical Name
T2ERNX1	Indexed/Primary Key	PRTN_NUM
T2ERNX1	Indexed/Primary Key	COSSN
T2ERNX1	Indexed/Primary Key	CID
T2ERNX1	Indexed/Primary Key	ERNGS_DT
T2ERNX2	Indexed	COSSN
T2ERNX2	Indexed	CID
T2ERNX2	Indexed	ERNGS_DT

Division of Enterprise Architecture and Data Administration Enterprise Metadata Repository

Table Detail Report

Run Date : 06/15/2018 10:40 AM

T2WKDET

Business Name : Title II Work Determination

Type : Table

Database Physical Name : MDCF

Schema Physical Name : MDCF

Subject Area : Disability

Table Description :

Number of Columns: 18

Column Physical Name	Column Business Name	Data Type	Length (Scale)	Column Description
PRTN_NUM (PK : 1)	Partition Number	SMALLINT	2	Identifier for the physical partition segment of the DCF housing the master record. Used in conjunction with the Client's Own SSN to uniquely identify each individual. CLIENT ID is necessary in cases where a person cannot be assigned their own SSN
COSSN (PK : 2)	Clients Own Social Security Number	CHAR	9	The value assigned to the client by the Social Security Administration via the enumeration process.
CID (PK : 3)	Client Identifier	CHAR	2	The value assigned to the person whose own Social Security Number (SSN) is unavailable in order to identify them in relation to someone else's SSN.
CTL_DT (PK : 4)	Control Date	DATE	4	

CLMSSN (PK : 5)	Claim Social Security Number	CHAR	9	The value assigned to the claim as the controlling Social Security Number established during the application process for a Social Security administered program.
CLMSSN_ID (PK : 6)	Claim Social Security Number Identifier	CHAR	3	
ERNGS_DT (PK : 7)	Earnings Date	DATE	4	
FRAUD_VRFD_SW	Fraud Verified Switch	CHAR	1	
WRK_EXP_AMT	Work Expenses Amount	DECIMAL	7 (2)	
SE_UNBIZEXP_AMT	Self Employment Unincurred Business Expenses Amount	DECIMAL	7 (2)	
SBDY_AMT	Subsidy Amount	DECIMAL	7 (2)	
SPCL_CDNS_AMT	Special Conditions Amount	DECIMAL	7 (2)	
WRK_DET_N_CD	Work Determination Code	CHAR	1	
INSRT_TS	Insert Timestamp	TIMESTAMP	10 (0)	The date and time the row was inserted.
INSRT_PIN	Insert Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who inserted the row.
LU_PGM_NM	Last Update Program Name	CHAR	8	The name of batch program that last updated the row.
LU_TS	Last Update Timestamp	TIMESTAMP	10 (0)	The date and time the row was last updated.
LU_PIN	Last Update Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who last updated the row.

Number of Indexes: 2

Index Name	Index Type	Index Column Physical Name
T2WKDEX1	Indexed/Primary Key	PRTN_NUM
T2WKDEX1	Indexed/Primary Key	COSSN
T2WKDEX1	Indexed/Primary Key	CID
T2WKDEX1	Indexed/Primary Key	CTL_DT
T2WKDEX1	Indexed/Primary Key	CLMSSN
T2WKDEX1	Indexed/Primary Key	CLMSSN_ID
T2WKDEX1	Indexed/Primary Key	ERNGS_DT
T2WKDEX2	Indexed	COSSN
T2WKDEX2	Indexed	CID

T2WKDEX2	Indexed	CTL_DT
T2WKDEX2	Indexed	CLMSSN
T2WKDEX2	Indexed	CLMSSN_ID
T2WKDEX2	Indexed	ERNGS_DT

Division of Enterprise Architecture and Data Administration

Enterprise Metadata Repository

Table Detail Report

Run Date : 05/24/2018 02:35 PM

TKT

Business Name : Ticket

Type : Table

Database Physical Name : MDCF

Schema Physical Name : MDCF

Subject Area : Disability

Table Description :

Number of Columns: 15

Column Physical Name	Column Business Name	Data Type	Length (Scale)	Column Description
PRTN_NUM (PK : 1)	Partition Number	SMALLINT	2	Identifier for the physical partition segment of the DCF housing the master record. Used in conjunction with the Client's Own SSN to uniquely identify each individual. CLIENT ID is necessary in cases where a person cannot be assigned their own SSN
COSSN (PK : 2)	Clients Own Social Security Number	CHAR	9	The value assigned to the client by the Social Security Administration via the enumeration process.
CID (PK : 3)	Client Identifier	CHAR	2	The value assigned to the person whose own Social Security Number (SSN) is unavailable in order to identify them in relation to someone else's SSN.
TKT_NUM (PK : 4)	Ticket Number	SMALLINT	2	Uniquely identifies an instance of eligibility to be in the Ticket to Work Program, in the application.

SSACT_PRTCPN_CD	Social Security Act Title Participation Code	CHAR	1	Identifies the legislatively established Title within the Social Security Act. 1- Title 2 2 - Title 2/ 16 3 - Title 16
TKT_STUS_CD	Ticket Status Code	CHAR	1	
TKT_STUS_DT	Ticket Status Date	DATE	4	
PGM_MGR_NUM	Program Manager Number	SMALLINT	2	
SLTD_DT	Selected Date	DATE	4	
MAILD_DT	Mailed Date	DATE	4	
PMT_CNT	Payment Count	SMALLINT	2	
INSRT_TS	Insert Timestamp	TIMESTAMP	10 (0)	The date and time the row was inserted.
LU_PGM_NM	Last Update Program Name	CHAR	8	The name of batch program that last updated the row.
LU_TS	Last Update Timestamp	TIMESTAMP	10 (0)	The date and time the row was last updated.
TERMRSN_CD	Termination Reason Code	CHAR	1	Identifies if the Ticket has been terminated. Y=yes N- no U - Unknown

Number of Indexes: 5

Index Name	Index Type	Index Column Physical Name
TKTX1	Indexed/Primary Key	PRTN_NUM
TKTX1	Indexed/Primary Key	COSSN
TKTX1	Indexed/Primary Key	CID
TKTX1	Indexed/Primary Key	TKT_NUM
TKTX2	Indexed	COSSN
TKTX2	Indexed	CID
TKTX2	Indexed	TKT_NUM
TKTX3	Indexed	MAILD_DT
TKTX4	Indexed	TKT_STUS_DT
TKTX5	Indexed	TKT_STUS_CD

Division of Enterprise Architecture and Data Administration

Enterprise Metadata Repository

Table Detail Report

Run Date : 05/24/2018 02:34 PM

TKTASGN

Business Name : Ticket Assignment

Type : Table

Database Physical Name : MDCF

Schema Physical Name : MDCF

Subject Area : Disability

Table Description :

Number of Columns: 21

Column Physical Name	Column Business Name	Data Type	Length (Scale)	Column Description
PRTN_NUM (PK : 1)	Partition Number	SMALLINT	2	Identifier for the physical partition segment of the DCF housing the master record. Used in conjunction with the Client's Own SSN to uniquely identify each individual. CLIENT ID is necessary in cases where a person cannot be assigned their own SSN
COSSN (PK : 2)	Clients Own Social Security Number	CHAR	9	The value assigned to the client by the Social Security Administration via the enumeration process.
CID (PK : 3)	Client Identifier	CHAR	2	The value assigned to the person whose own Social Security Number (SSN) is unavailable in order to identify them in relation to someone else's SSN.
TKT_NUM (PK : 4)	Ticket Number	SMALLINT	2	Uniquely identifies an instance of eligibility to be in the Ticket to Work Program, in the application.
ASGND_DT (PK : 5)	Assigned Date	DATE	4	
UNASGND_DT	Unassigned Date	DATE	4	

DUNS	Data Universal Numbering System Identifier	CHAR	9	
CNTRT_DT	Contract Date	DATE	4	
TKT_PMT_TYP	Ticket Payment Type	CHAR	1	
INSRT_TS	Insert Timestamp	TIMESTMP	10 (0)	The date and time the row was inserted.
INSRT_PIN	Insert Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who inserted the row.
LU_PGM_NM	Last Update Program Name	CHAR	8	The name of batch program that last updated the row.
LU_TS	Last Update Timestamp	TIMESTMP	10 (0)	The date and time the row was last updated.
LU_PIN	Last Update Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who last updated the row.
LU_OCD	Last Update Office Code	CHAR	3	Identifies a component with which Social Security Administration has a relationship, that lasted updated the row.
VR_CASE_CLOSD_XND	Vocational Rehabilitation Case Closed Non Standard Indicator	CHAR	1	
IWPIPE_RCPDT	Individual Work Plan Or Individualized Plan For Employment Receipt Date	DATE	4	Month, day and year in which the Individual Work Plan was received.
TKTASM_CD	Ticket Assignment Method Code	CHAR	1	Identifies the method by which the Ticket assignment was requested. U: Unknown default T: iTOPSS V: IVR F: Fax M: Mail P: Phone E: eData file S: SSA EN Portal P: PM EN Portal C: PM File N: EN File I: Intranet Web Service W: Internet Web Service O: Other "
TKTUSM_CD	Ticket Unassignment Method Code	CHAR	1	Identifies the method by which the Ticket unassignment was requested. U: Unknown T: iTOPSS V: IVR F: Fax M: Mail P: Phone E: eData file S: SSA EN Portal P: PM EN Portal C: PM File N: EN File I: Intranet Web Service W: Internet Web Service O: Other "

UASGNT_RQSTR_CD	Unassignment Requestor Code	CHAR	1	Identifies the type of individual that requested the unassignment of the ticket. Valid values: R=Representative E=EN/VR U=Unknown (default)
ASTG_DUNS	Assisting Data Universal Numbering System Identifier	CHAR	9	

Number of Indexes: 5

Index Name	Index Type	Index Column Physical Name
TKTASGX1	Indexed/Primary Key	PRTN_NUM
TKTASGX1	Indexed/Primary Key	COSSN
TKTASGX1	Indexed/Primary Key	CID
TKTASGX1	Indexed/Primary Key	TKT_NUM
TKTASGX1	Indexed/Primary Key	ASGND_DT
TKTASGX2	Indexed	COSSN
TKTASGX2	Indexed	CID
TKTASGX2	Indexed	TKT_NUM
TKTASGX2	Indexed	ASGND_DT
TKTASGX3	Indexed	ASGND_DT
TKTASGX3	Indexed	PRTN_NUM
TKTASGX3	Indexed	COSSN
TKTASGX3	Indexed	CID
TKTASGX3	Indexed	TKT_NUM
TKTASGX4	Indexed	DUNS
TKTASGX5	Indexed	UNASGND_DT

Division of Enterprise Architecture and Data Administration

Enterprise Metadata Repository

Table Detail Report

Run Date : 05/24/2018 02:38 PM

TKTMNTH

Business Name : Ticket Month

Type : Table

Database Physical Name : MDCF

Schema Physical Name : MDCF

Subject Area : Disability

Table Description :

Number of Columns: 15

Column Physical Name	Column Business Name	Data Type	Length (Scale)	Column Description
PRTN_NUM (PK : 1)	Partition Number	SMALLINT	2	Identifier for the physical partition segment of the DCF housing the master record. Used in conjunction with the Client's Own SSN to uniquely identify each individual. CLIENT ID is necessary in cases where a person cannot be assigned their own SSN
COSSN (PK : 2)	Clients Own Social Security Number	CHAR	9	The value assigned to the client by the Social Security Administration via the enumeration process.
CID (PK : 3)	Client Identifier	CHAR	2	The value assigned to the person whose own Social Security Number (SSN) is unavailable in order to identify them in relation to someone else's SSN.
TKT_NUM (PK : 4)	Ticket Number	SMALLINT	2	Uniquely identifies an instance of eligibility to be in the Ticket to Work Program, in the application.
TKT_STMDT (PK : 5)	Ticket Start Month Date	DATE	4	Month that the status became effective.

TKT_ENMDT	Ticket End Month Date	DATE	4	
SSACT_PRTCPN_CD	Social Security Act Title Participation Code	CHAR	1	Identifies the legislatively established Title within the Social Security Act. 1- Title 2 2 - Title 2/ 16 3 - Title 16
MULT_T2_SW	Multiple Title II Switch	CHAR	1	
TKT_INUSE_SW	Ticket Inuse Switch	CHAR	1	
TKT_CLOCK_STOP_SW	Ticket Clock Stop Switch	CHAR	1	
TKT_PAID_SW	Ticket Paid Switch	CHAR	1	
PTNTL_INCOR_PMT_SW	Potential Incorrect Payment Switch	CHAR	1	
INSRT_TS	Insert Timestamp	TIMESTAMP	10 (0)	The date and time the row was inserted.
LU_PGM_NM	Last Update Program Name	CHAR	8	The name of batch program that last updated the row.
LU_TS	Last Update Timestamp	TIMESTAMP	10 (0)	The date and time the row was last updated.

Number of Indexes: 2

Index Name	Index Type	Index Column Physical Name
TKTMNTX1	Indexed/Primary Key	PRTN_NUM
TKTMNTX1	Indexed/Primary Key	COSSN
TKTMNTX1	Indexed/Primary Key	CID
TKTMNTX1	Indexed/Primary Key	TKT_NUM
TKTMNTX1	Indexed/Primary Key	TKT_STMDT
TKTMNTX2	Indexed	COSSN
TKTMNTX2	Indexed	CID
TKTMNTX2	Indexed	TKT_NUM
TKTMNTX2	Indexed	TKT_STMDT

Division of Enterprise Architecture and Data Administration

Enterprise Metadata Repository

Table Detail Report

Run Date : 05/24/2018 02:39 PM

TKTSENT

Business Name : Ticket Sent

Type : Table

Database Physical Name : MDCF

Schema Physical Name : MDCF

Subject Area : Disability

Table Description : Ticket information and notice sent to the client/ticket holder.

Number of Columns: 11

Column Physical Name	Column Business Name	Data Type	Length (Scale)	Column Description
PRTN_NUM (PK : 1)	Partition Number	SMALLINT	2	Identifier for the physical partition segment of the DCF housing the master record. Used in conjunction with the Client's Own SSN to uniquely identify each individual. CLIENT ID is necessary in cases where a person cannot be assigned their own SSN
COSSN (PK : 2)	Clients Own Social Security Number	CHAR	9	The number assigned by SSA via the enumeration process to identify a client.
CID (PK : 3)	Client Identifier	CHAR	2	Two digits used with the Claim Social Security Number (CLMSSN) or another Client's Own Social Security Number (COSSN) to identify a person when that person's own Social Security Number is unavailable.
TKT_NUM (PK : 4)	Ticket Number	SMALLINT	2	Uniquely identifies an instance of eligibility to be in the Ticket to Work Program, in the application.

NTCDT (PK : 5)	Notice Date	DATE	4	Year, month and day the notice was issued.
NTC_VER_NUM	Notice Version Number	SMALLINT	2	Identifies the user entered version of the notice sent.
INSRT_TS	Insert Timestamp	TIMESTMP	10 (0)	The date and time the row was inserted.
INSRT_PIN	Insert Personal Identification Number	CHAR	6	Identifier assigned by Social Security to recognize an entity authorized to access Social Security internal systems, of person that inserted the row.
LU_PGM_NM	Last Update Program Name	CHAR	8	The name of batch program that last updated the row.
LU_TS	Last Update Timestamp	TIMESTMP	10 (0)	The date and time the row was last updated.
LU_PIN	Last Update Personal Identification Number	CHAR	6	The Personal Identification Number (PIN) of the person who last updated the row.

Number of Indexes: 4

Index Name	Index Type	Index Column Physical Name
TKTSNTX1	Indexed/Primary Key	PRTN_NUM
TKTSNTX1	Indexed/Primary Key	COSSN
TKTSNTX1	Indexed/Primary Key	CID
TKTSNTX1	Indexed/Primary Key	TKT_NUM
TKTSNTX1	Indexed/Primary Key	NTCDT
TKTSNTX2	Indexed	COSSN
TKTSNTX2	Indexed	TKT_NUM
TKTSNTX2	Indexed	NTCDT
TKTSNTX3	Indexed	NTCDT
TKTSNTX4	Indexed	NTC_VER_NUM

Division of Enterprise Architecture and Data Administration

Enterprise Metadata Repository

Table Detail Report

Run Date : 05/24/2018 02:36 PM

TKTTITLE

Business Name : Ticket Title

Type : Table

Database Physical Name : MDCF

Schema Physical Name : MDCF

Subject Area : Disability

Table Description :

Number of Columns: 17

Column Physical Name	Column Business Name	Data Type	Length (Scale)	Column Description
PRTN_NUM (PK : 1)	Partition Number	SMALLINT	2	Identifier for the physical partition segment of the DCF housing the master record. Used in conjunction with the Client's Own SSN to uniquely identify each individual. CLIENT ID is necessary in cases where a person cannot be assigned their own SSN
COSSN (PK : 2)	Clients Own Social Security Number	CHAR	9	The value assigned to the client by the Social Security Administration via the enumeration process.
CID (PK : 3)	Client Identifier	CHAR	2	The value assigned to the person whose own Social Security Number (SSN) is unavailable in order to identify them in relation to someone else's SSN.
TKT_NUM (PK : 4)	Ticket Number	SMALLINT	2	Uniquely identifies an instance of eligibility to be in the Ticket to Work Program, in the application.
SSACT (PK : 5)	Social Security Act Title	CHAR	2	
SLTD_DT	Selected Date	DATE	4	

TERMD_DT	Terminated Date	DATE	4	
TERMRSN_CD	Termination Reason Code	CHAR	1	Identifies if the Ticket has been terminated. Y=yes N- no U - Unknown
CLMSSN	Claim Social Security Number	CHAR	9	The value assigned to the claim as the controlling Social Security Number established during the application process for a Social Security administered program.
CLMSSN_ID	Claim Social Security Number Identifier	CHAR	3	
CLM_STDT	Claim Start Date	DATE	4	
JURIS_OCD	Jurisdiction Office Code	CHAR	3	Identifies the office that has jurisdiction of the Continuing Disability Review (CDR).
PCOCD	Processing Center Office Code	CHAR	3	
CTL_DT	Control Date	DATE	4	
INSRT_TS	Insert Timestamp	TIMESTAMP	10 (0)	The date and time the row was inserted.
LU_PGM_NM	Last Update Program Name	CHAR	8	The name of batch program that last updated the row.
LU_TS	Last Update Timestamp	TIMESTAMP	10 (0)	The date and time the row was last updated.

Number of Indexes: 2

Index Name	Index Type	Index Column Physical Name
TKTTIX1	Indexed/Primary Key	PRTN_NUM
TKTTIX1	Indexed/Primary Key	COSSN
TKTTIX1	Indexed/Primary Key	CID
TKTTIX1	Indexed/Primary Key	TKT_NUM
TKTTIX1	Indexed/Primary Key	SSACT
TKTTIX2	Indexed	COSSN
TKTTIX2	Indexed	CID
TKTTIX2	Indexed	TKT_NUM
TKTTIX2	Indexed	SSACT

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APPENDIX F

FILE LAYOUT OF THE MONTHLY CER100%

Note: The CER100% file had a change in layout effective October 1, 2017. The layout that applied to the first 9 months and last 3 months of 2017 are provided in what follows.

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SSI Characteristic Extract Record (CER)

Location	Field Name	Action	Acronym	Size	Type	x	Format
1	Record Identification Code		RIC	1	A/N		
2	Transaction Code (Type Of Action)		TOA	2	A/N		
4	Master File Type Code		MFT	2	A/N		
6	Housed Under Number		HUN	9	N		
15	Social Security Number		PAN	9	N		
24	Payment Indicator		PMTIND	1	N		
25	MIL (min. income level) Indicator		MILI	1	A/N		
26	Essential Persons Indicator		ESPER	1	A/N		
27	Stale Record Indicator		STALE-RCD-IND	1	A/N		
28	Earliest Computation Date		START-RD	6	N		CCYYMM
34	Termination Pay Status		TERM-STAT	3	A/N		
37	Termination date		TERM-RD	6	N		CCYYMM
43	Windfall Flag		WIN-INTRFCE	1	A/N		
44	Application Type		AP-TYPE	1	A/N		
45	No. Of Redetermination Entries		RED-NOE	2	N		
47	Comp. Status Type Of Action (most current)		COMP-STAT-TOA	2	A/N		
49	Redetermination Low Probability		RED-LOWPROB	1	A/N		
50	" Profile		PROFILE	1	A/N		
51	" Type		REDTYPE	1	A/N		
52	" Initiation Date		RED-INIT-RD	6	N		CCYYMM
58	" Completion		RED-COMPL-RD	6	N		CCYYMM
	Date						
64	" Profile Source		PROF-SRCE	2	A/N		
	Code						
66	" Region Code		RED-REGION	1	A/N		
67	" Area Office		RED-AREA	1	A/N		
	Code						
68	Case Characteristics (Occurs 10 times)		CCHAR	4	A/N		
72	Remaining 9 occurrences			36	A/N		
108	Record Establishment Date		RCD-EST-JD	8	N		CCYYMMDD
116	Date Of Birth		BIRTH-JD	8	N		CCYYMMDD
124	Date Of Death		DEATH-JD	8	N		CCYYMMDD
132	MBR - Ledger Account File		LAF	2	A/N		
	Code						
134	Sex		SEX	1	A/N		
135	Race		RACE	1	A/N		
136	Claimant's First Name		CLMT-1ST-NAM	15	A/N		
151	Claimant's Last Name (first 15 positions)		CLMT-LST-NAM	15	A/N		
166	Interface Income Recovery		IIR	1	A/N		
167	Veterans Adm. Inc. Recovery Indicator		IIRVA	1	A/N		
168	Civil Service Inc. Recovery Indicator		IIRCS	1	A/N		
169	Date Of Current Eligibility		ELG-RD	6	N		CCYYMM
175	Application Date (current)		APPL-JD	8	N		CCYYMMDD
183	8080 Date		8080-JD	8	N		CCYYMMDD
191	Transmitting District Office Code		X-MITTING-DO	3	A/N		
194	Filler		----	2	A/N		
196	Date of Reversal of Initial Denial		REV-JD	8	N		CCYYMMDD
204	Denial Code		DENCODE	3	A/N		
207	Date Of Denial		DENIAL-JD	8	N		CCYYMMDD

Location	Field Name	Action	Acronym	Size	Type	x	Format
215	Food Stamps Interview Date		FS-INTERVIEW-RD	6	N		CCYYMM
221	Food Stamps Recipient		FS-RECIPIENT	1	A/N		
222	Food Stamps Request		FS-REQUEST	1	A/N		
223	Economic Recovery Payment Indicator		ERP-IND	1	A/N		
224	Date Claim Filed		CLM-FIL-JD	8	N		CCYYMMDD
232	Grant Reimbursement Code		RACODE	1	A/N		
233	State & County Code of Reimbursement		STOREIM	5	A/N		SSCCC
238	Proration Factor (next month)		PROFAC	2	N		
240	CDI Medical Issue		CDI-MED	1	A/N		
241	CDI Medical Issue Date		CDI-MED-RD	6	N		CCYYMM
247	Disability Payment Code		DISPAYCDE	1	A/N		
248	Date Of Onset of Disability or Blindness		DIS-ONST-JD	8	N		CCYYMMDD
256	Record Sequence No.		RCDNO	1	A/N		
257	Trial Work Period Months (occurs 9 times)		TWP-WRK-RD	6	N		CCYYMM
263	Remaining 8 occurrences			48	N		
311	Trial Work Period Code		TWP-CDE	1	A/N		
312	Vocational Rehabilitation Code		VR-CODE	1	A/N		
313	Ending Date Of Extended Trial Work Period		EXTWPEND-RD	6	N		CCYYMM
319	Eligibility Status Effective Date		MEDSERV-RD	6	N		CCYYMM
325	Medical And Social Services Eligibility		MEDSERV-CDE	1	A/N		
326	Primary Disability Diagnostic Code		DIB-DIG	4	A/N		
330	Secondary Disability Diagnostic Code		DIB-DIG2	4	A/N		
334	Medical Diary Reason		DIB-MDR	1	A/N		
335	Permanent Disability Indicator		DIB-DPM	1	A/N		
336	Zebley Indicator		ZEBIND	1	A/N		
337	State & County Code at Conversion		STCOGNV	5	A/N		SSCCC
342	Direct Deposit Payment Code		DDPC	1	A/N		
343	Residence State & County & Servicing DO Code		PDSCC	6	A/N		SSCCCD
349	Payee's Zip Code		PDZIP	5	A/N		
354	Payee's Zip Code Suffix		PDZIP6-9	4	A/N		
358	District Office Code		DO	3	A/N		

---- Current Earned Income ----

Occurs 6 Times for types S, W, C, D, T, N, respectively.

Multiple

occurrences of any single type are summed into a single occurrence.

*** Type B located later in record ***

361	Earned Income Type Code - S		IETYP	1	A/N		
362	Earned Income Start Date - S		IESTART-RD	6	N		CCYYMM
368	Earned Income Amount - S		IEAMT	6	N		\$\$\$\$cc
374	Earned Income Frequency - S		IEFRQ	1	A/N		
375	Remaining 5 occurrences			70			

---- Current Unearned Income ----

Occurs 6 Times for the first six types of unearned types encountered.

IUETYP = "A" is in 1st occurrence. If more than 6 types, the 6th occurrence is used to summarize the 6th through the n th type

Location	Field Name	Action	Acronym	Size	Type	x	Format
	and IUEIDNO will be blank.						
445	Unearned Income Type Code		IUETYP	2	A/N		
447	Unearned Income Start Date		IUESTART-RD	6	N		CCYYMM
453	Unearned Income Amount		IUEAMT	6	N		\$\$\$\$cc
459	Unearned Income Frequency		IUEFRQ	1	A/N		
460	Claim or ID Number for Unearned Income		IUEIDNO	12	A/N		
472	Remaining 5 occurrences			135			
607	Diary Code (Last 7 occurs)		DIACDE	2	A/N		
609	Remaining 6 occurrences			12	A/N		
621	Diary Date (Last 7 occurs)		DIARY-JD	8	N		CCYYMMDD
629	Remaining 6 occurrences			48			
677	Diary Follow-up Indicator (Last 7 occurs)		FOLUP	1	N		
678	Remaining 6 occurrences			6			
684	Type Of Payee Code		REPPAYTYP	3	A/N		
687	Guardian/Competency Code		REPGC	1	A/N		
688	Custody Code		REPCUS	3	A/N		
691	Applicant's Address Zip Code		AAZIP	5	A/N		
696	Applicant's Address Zip Code Suffix		AAZIP6-9	4	A/N		
700	Title II Authorized Representative Fee		ATHREP-T2-FEE	4	N		\$\$\$\$
704	Title XVI Maximum Authorized Representative Fee		ATHREP-T16-FEE	4	N		\$\$\$\$
708	No. of Payment Entries Present		NOP-9	3	N		
711	Amount of Unresolved Overpayment		UNRESOLVED	6	N		\$\$\$\$\$\$
717	Overpayment Balance (current)		OUTSTAND	6	N		\$\$\$\$\$\$
723	Overpayment Rate of Recovery		RATEREC	6	N		\$\$\$\$\$\$
729	Amount of Overpayment Collected		OP-COLL	6	N		\$\$\$\$\$\$
735	Ten Percent Rate of Recovery Indicator		TENPER	1	A/N		
736	Windfall Start Date		WSTRT-RD	6	N		CCYYMM
742	Windfall End Date		WEND-RD	6	N		CCYYMM
748	Windfall Indicator		WIN	1	A/N		
749	Windfall Non-Countable Income		WNCI	6	N		\$\$\$\$\$\$
755	Federal Money Amount (payment)		FEDPMT	6	N		\$\$\$\$\$\$
761	State Supplementation Amount (payment)		STATPMT	6	N		\$\$\$\$\$\$
767	Payment State Code		PAYSC	2	N		
769	Unnegotiated Check Indicator		UCI	1	A/N		
770	Statutory Benefit Continuation Payment Ind		PAY-STATBC-IND	1	A/N		
771	State Agency Code		STAGCDE	3	A/N		
	----- Computational Data ----- (Contains data for month AFTER selection date (SEL-DATE), except as indicated.)						
774	Chargeable Earned Inc Amt - (current month)		EINCM-CUR	4	N		\$\$\$\$

Location	Field Name	Action	Acronym	Size	Type	x	Format
778	Chargeable Unearned Inc Amt - (current month)		UINCM-CUR	4	N		\$\$\$\$
782	Fed Countable Inc for Pay Comp - (current month)		FCI-CUR	5	N		\$\$\$\$\$
787	Current Composition Code - (next month)		CUR-COMP	1	A/N		
788	Welfare Ind. - (next month)		WELF	1	A/N		
789	Medical & Social Service Inc Test - (current month)		MEDTEST-CUR	1	A/N		
790	Multiple Eligible Child - (next month)		MULT-ELIG-CHLD	2	N		
792	Ticket to Work Status Ind. - (current month)		TKT-STAT-IND-CUR	1	A/N		
793	Budget Month Flag		BMF	1	A/N		
794	Payment Status Code - (current month)		PSTAT-CUR	3	A/N		
797	Payment Status Code		PSTAT	3	A/N		
800	Living Arrangements Code - (next month)		LIVF	1	A/N		
801	Living Arrangements Code - (current month)		LIVF-1	1	A/N		
802	Living Arrangements Code - (prior month)		LIVF-2	1	A/N		
803	Optional State Supplementation Code		OSCD	1	A/N		
804	State & County Code for Supplementation		STSUPGP	5	N		
809	State Concurrent Eligibility Indicator		STCONCATM	1	A/N		
810	State Optional Payment Code		STOPACM	1	A/N		
811	Medicaid Eligibility Code		MEDIC	1	A/N		
812	Student Indicator		STUDM	1	A/N		
813	Drug Addict or Alcoholic Identification		DRUGM	1	A/N		
814	Chargeable Earned Income Amount		EINCM	4	N		\$\$\$\$
818	Chargeable Unearned Income Amount		UINCM	4	N		\$\$\$\$
822	Federal Assistance Amount - (current month)		FEDAMT-CUR	3	N		\$\$\$
825	Current Amount Of State Supp. - (current month)		SUPAMT-CUR	3	N		\$\$\$
828	Federal Assistance Amount		FEDAMT	3	N		\$\$\$
831	Current Amount Of State Supp.		SUPAMT	3	N		\$\$\$
834	Conditional Payment Indicator		CONDPAY	1	A/N		
835	Medical and Social Services Income Test		MEDTEST	1	A/N		
836	Total Amount of Overpayment Detected		OPDET	5	N		\$\$\$\$\$
841	Deemed Income Amount for the Quarter		DEEMAMT	5	N		\$\$\$\$\$
846	Deeming Indicator		DEEMCD	1	A/N		
847	Windfall Offset Federal Amount		WIN-FED	3	N		\$\$\$
850	Windfall Offset State Amount		WIN-STAT	3	N		\$\$\$
853	Date Of File Selection (cutoff date)	*	SEL-DATE	8	N		CCYYMMDD
861	Special Indicator Field	*	SPEC-ID	3	A/N		
864	Unearned Type "A"/Frequency "R" Ind	*	RFRQ	1	A/N		R / space
865	New Award Indicator	*	NEWARD	1	A/N		Y / space

Location	Field Name	Action	Acronym	Size	Type	x	Format
866	First Payment Date (this record)	*	FIRST-PAY-DATE	8	N		CCYYMMDD
874	PSTAT After Last C01 / M01 / M02	*	PSTAT-LST	3	A/N		
877	PSTAT After Last C01 / M01 / M02 Date	*	PSTAT-LST-DATE	6	N		CCYYMM
883	Payment Status Month 1		PSTAT1	3	A/N		
886	Payment Status Month 2		PSTAT2	3	A/N		
889	Payment Status Month 3		PSTAT3	3	A/N		
892	Payment Status Month 4		PSTAT4	3	A/N		
895	Payment Status Month 5		PSTAT5	3	A/N		
898	Payment Status Month 6		PSTAT6	3	A/N		
901	Payment Status Month 7		PSTAT7	3	A/N		
904	Payment Status Month 8		PSTAT8	3	A/N		
907	Payment Status Month 9		PSTAT9	3	A/N		
910	Payment Status Month 10		PSTAT10	3	A/N		
913	Payment Status Month 11		PSTAT11	3	A/N		
916	Payment Status Month 12		PSTAT12	3	A/N		
919	Filler			2	A/N		
	--- Appeals Data --- occurs 3 times --- occurs 1 - Conversion Data occurs 2 - Latest Initial Claim Data occurs 3 - Post-Eligibility Data						
921	Appeal Type		PL-TYP	1	A/N		
922	Appeal Reason		PL-RSN	2	A/N		
924	Appeal Filing Date		PL-FILE-JD	8	N		CCYYMMDD
932	Appeals Decision Code		PL-DCSN-CDE	2	A/N		
934	Appeals Date of Final Decision		PL-DCSN-JD	8	N		CCYYMMDD
942	Appeals Decision Type		PL-DECISION-TYP	1	A/N		
943	Appeals Remaining 2nd and 3rd occurrences			44			
987	12-Month Check for Payment		CHK-PMT	1	A/N		
988	Spoken Language Code		LANG-PREF-SPOKEN	2	A/N		
990	Written Language Preference		LANG-PREF-WRITTEN	2	A/N		
992	Direct Deposit Payment Indicator		PAY-DIRDEP-IND	1	A/N		
993	Rep Payee Spoken Language Preference		REP-LANG-PREF-SPOKEN	2	A/N		
995	Rep Payee Written Language Preference		REP-LANG-PREF-WRITTEN	2	A/N		
	--- Alien Data --- occurs 2 times ---						
997	Alien Relative Date		ALIEN-RD	6	N		CCYYMM
1003	Alien Data Citizenship/Alien Code		ALIEN	1	A/N		
1004	Alien Country		ALIEN-CNTRY	2	A/N		
1006	Alien Sponsor		ALIEN-SPON	1	A/N		
1007	Alien Status Attained Date		ALIEN-STAT-RD	6	N		CCYYMM
1013	Alien Eligibility Reason		ALIEN-EXC	1	A/N		
1014	Alien Eligibility Start Date		ALIEN-EXC-START-RD	6	N		CCYYMM
1020	Alien Remaining 2nd occurrence			23			
	--- Earned Income, type B ---						

Location	Field Name	Action	Acronym	Size	Type	x	Format
1043	Earned Income Type Code - B		IETYP	1	A/N		
1044	Earned Income Start Date - B		IESTART-RD	6	N		CCYYMM
1050	Earned Income Amount - B		IEAMT	6	N		\$\$\$\$cc
1056	Earned Income Frequency - B		IEFRQ	1	A/N		
1057	Filler		----	6	A/N		
1063	Title 8 Veteran		T8VET	1	A/N		
1064	Stop Date		STOP-RD	6	N		CCYYMM
1070	Rep Payee's Zip Code		REP-ZIP	5	A/N		
1075	Rep Payee's Zip Code Suffix		REP-ZIP6-9	4	A/N		
1079	Direct Express Debit Card Indicator	N	DIREXPDC-IND	1	A/N		
1080 to 1200	Filler						
				121			

Record length = 1,200 characters

* = Not directly derived from SSR

A = Acronym name change - this record

D = Deleted Field - this record

F = Field name change - this record

M = Modified field - this record

N = New field - this record

S = Size change - this record

Note: Alpha-numeric field contains hex values (i.e.X'01') Move to a redefined field in working storage to use.
 R:\Bruiser\Documentation_Project\DSSA_Documentation\SSI Production Files\Record Layouts
 O:\DSSA\PRD\SSIASR\Source File Layouts

SSI Characteristic Extract Record (CER)

Location	Field Name	Action	Acronym	Size	Type	x	Format
1	Record Identification Code		RIC	1	A/N		
2	Transaction Code (Type Of Action)		TOA	2	A/N		
4	Master File Type Code		MFT	2	A/N		
6	Housed Under Number		HUN	9	N		
15	Social Security Number		PAN	9	N		
24	Payment Indicator		PMTIND	1	N		
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26	Essential Persons Indicator		ESPER	1	A/N		
27	Stale Record Indicator		STALE-RCD-IND	1	A/N		
28	Earliest Computation Date		START-RD	6	N		CCYYMM
34	Termination Pay Status		TERM-STAT	3	A/N		
37	Termination date		TERM-RD	6	N		CCYYMM
43	Windfall Flag		WIN-INTRFCE	1	A/N		
44	Application Type		AP-TYPE	1	A/N		
45	No. Of Redetermination Entries		RED-NOE	2	N		
47	Comp. Status Type Of Action (most current)		COMP-STAT-TOA	2	A/N		
49	Redetermination Low Probability		RED-LOWPROB	1	A/N		
50	" Profile		PROFILE	1	A/N		
51	" Type		REDTYPE	1	A/N		
52	" Initiation Date		RED-INIT-RD	6	N		CCYYMM
58	" Completion Date		RED-COMPL-RD	6	N		CCYYMM
64	" Profile Source Code		PROF-SRCE	2	A/N		
66	" Region Code		RED-REGION	1	A/N		
67	" Area Office Code		RED-AREA	1	A/N		
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72	Remaining 9 occurrences			36	A/N		
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116	Date Of Birth		BIRTH-JD	8	N		CCYYMMDD
124	Date Of Death		DEATH-JD	8	N		CCYYMMDD
132	MBR - Ledger Account File Code		LAF	2	A/N		
134	Sex		SEX	1	A/N		
135	Race		RACE	1	A/N		
136	Claimant's First Name		CLMT-1ST-NAM	15	A/N		
151	Claimant's Last Name (first 15 positions)		CLMT-LST-NAM	15	A/N		
166	Interface Income Recovery		IIR	1	A/N		
167	Veterans Adm. Inc. Recovery Indicator		IIRVA	1	A/N		
168	Civil Service Inc. Recovery Indicator		IIRCS	1	A/N		
169	Date Of Current Eligibility		ELG-RD	6	N		CCYYMM
175	Application Date (current)		APPL-JD	8	N		CCYYMMDD
183	8080 Date		8080-JD	8	N		CCYYMMDD
191	Transmitting District Office Code		X-MITTING-DO	3	A/N		
194	Filler		----	2	A/N		
196	Date of Reversal of Initial Denial		REV-JD	8	N		CCYYMMDD
204	Denial Code		DENCDE	3	A/N		
207	Date Of Denial		DENIAL-JD	8	N		CCYYMMDD

Location	Field Name	Action	Acronym	Size	Type	x	Format
215	Food Stamps Interview Date		FS-INTERVIEW-RD	6	N		CCYYMM
221	Food Stamps Recipient		FS-RECIPIENT	1	A/N		
222	Food Stamps Request		FS-REQUEST	1	A/N		
223	Economic Recovery Payment Indicator		ERP-IND	1	A/N		
224	Date Claim Filed		CLM-FIL-JD	8	N		CCYYMMDD
232	Grant Reimbursement Code		RACODE	1	A/N		
233	State & County Code of Reimbursement		STOREIM	5	A/N		SSCCC
238	Proration Factor (next month)		PROFAC	2	N		
240	CDI Medical Issue		CDI-MED	1	A/N		
241	CDI Medical Issue Date		CDI-MED-RD	6	N		CCYYMM
247	Disability Payment Code		DISPAYCDE	1	A/N		
248	Date Of Onset of Disability or Blindness		DIS-ONST-JD	8	N		CCYYMMDD
256	Record Sequence No.		RCDNO	1	A/N		
257	Trial Work Period Months (occurs 9 times)		TWP-WRK-RD	6	N		CCYYMM
263	Remaining 8 occurrences			48	N		
311	Trial Work Period Code		TWP-CDE	1	A/N		
312	Vocational Rehabilitation Code	D	VR-CODE	1	A/N		
313	Ending Date Of Extended Trial Work Period		EXTWPEND-RD	6	N		CCYYMM
319	Eligibility Status Effective Date		MEDSERV-RD	6	N		CCYYMM
325	Medical And Social Services Eligibility		MEDSERV-CDE	1	A/N		
326	Primary Disability Diagnostic Code		DIB-DIG	4	A/N		
330	Secondary Disability Diagnostic Code		DIB-DIG2	4	A/N		
334	Medical Diary Reason		DIB-MDR	1	A/N		
335	Permanent Disability Indicator		DIB-DPM	1	A/N		
336	Zebly Indicator		ZEBIND	1	A/N		
337	State & County Code at Conversion		STCOCNV	5	A/N		SSCCC
342	Direct Deposit Payment Code		DDPC	1	A/N		
343	Residence State & County & Servicing DO Code		PDSCC	6	A/N		SSCCCD
349	Payee's Zip Code		PDZIP	5	A/N		
354	Payee's Zip Code Suffix		PDZIP6-9	4	A/N		
358	District Office Code		DO	3	A/N		

----- Current Earned Income -----

Occurs 6 Times for types S, W, C, D, T, N, respectively.
Multiple occurrences of any single type are summed into a single occurrence.

*** Type B located later in record ***

361	Earned Income Type Code - S		IETYP	1	A/N		
362	Earned Income Start Date - S		IESTART-RD	6	N		CCYYMM
368	Earned Income Amount - S		IEAMT	6	N		\$\$\$\$cc
374	Earned Income Frequency - S		IEFRQ	1	A/N		
375	Remaining 5 occurrences			70			

---- Current Unearned Income ----

Occurs 6 Times for the first six types of unearned types encountered.

IUETYP = "A" is in 1st occurrence. If more than 6 types, the 6th

Location	Field Name	Action	Acronym	Size	Type	x	Format
	occurrence is used to summarize the 6th through the n th type and IUEIDNO will be blank.						
445	Unearned Income Type Code		IUETYP	2	A/N		
447	Unearned Income Start Date		IUESTART-RD	6	N		CCYYMM
453	Unearned Income Amount		IUEAMT	6	N		\$\$\$\$cc
459	Unearned Income Frequency		IUEFRQ	1	A/N		
460	Claim or ID Number for Unearned Income		IUEIDNO	12	A/N		
472	Remaining 5 occurrences			135			
607	Diary Code (Last 7 occurs)		DIACDE	2	A/N		
609	Remaining 6 occurrences			12	A/N		
621	Diary Date (Last 7occurs)		DIARY-JD	8	N		CCYYMMDD
629	Remaining 6 occurrences			48			
677	Diary Follow-up Indicator (Last 7 occurs)		FOLUP	1	N		
678	Remaining 6 occurrences			6			
684	Type Of Payee Code		REPPAYTYP	3	A/N		
687	Guardian/Competency Code		REPGC	1	A/N		
688	Custody Code		REPCUS	3	A/N		
691	Applicant's Address Zip Code		AAZIP	5	A/N		
696	Applicant's Address Zip Code Suffix		AAZIP6-9	4	A/N		
700	Title II Authorized Representative Fee		ATHREP-T2-FEE	4	N		\$\$\$\$
704	Title XVI Maximum Authorized Representative Fee		ATHREP-T16-FEE	4	N		\$\$\$\$
708	No. of Payment Entries Present		NOP-9	3	N		
711	Amount of Unresolved Overpayment		UNRESOLVED	6	N		\$\$\$\$\$\$
717	Overpayment Balance (current)		OUTSTAND	6	N		\$\$\$\$\$\$
723	Overpayment Rate of Recovery		RATEREC	6	N		\$\$\$\$\$\$
729	Amount of Overpayment Collected		OP-COLL	6	N		\$\$\$\$\$\$
735	Ten Percent Rate of Recovery Indicator		TENPER	1	A/N		
736	Windfall Start Date		WSTRT-RD	6	N		CCYYMM
742	Windfall End Date		WEND-RD	6	N		CCYYMM
748	Windfall Indicator		WIN	1	A/N		
749	Windfall Non-Countable Income		WNCI	6	N		\$\$\$\$\$\$
755	Federal Money Amount (payment)		FEDPMT	6	N		\$\$\$\$\$\$
761	State Supplementation Amount (payment)		STATPMT	6	N		\$\$\$\$\$\$
767	Payment State Code		PAYSC	2	N		
769	Unnegotiated Check Indicator		UCI	1	A/N		
770	Statutory Benefit Continuation Payment Ind		PAY-STATBC-IND	1	A/N		
771	State Agency Code		STAGCDE	3	A/N		
	----- Computational Data ----- (Contains data for month AFTER selection date (SEL-DATE), except as indicated.)						
774	Chargeable Earned Inc Amt - (current month)		EINCM-CUR	4	N		\$\$\$\$

Location	Field Name	Action	Acronym	Size	Type	x	Format
778	Chargeable Unearned Inc Amt - (current month)		UINCM-CUR	4	N		\$\$\$
782	Fed Countable Inc for Pay Comp - (current month)		FCI-CUR	5	N		\$\$\$\$
787	Current Composition Code - (next month)		CUR-COMP	1	A/N		
788	Welfare Ind. - (next month)		WELF	1	A/N		
789	Medical & Social Service Inc Test - (current month)		MEDTEST-CUR	1	A/N		
790	Multiple Eligible Child - (next month)		MULT-ELIG-CHLD	2	N		
792	Ticket to Work Status Ind. - (current month)		TKT-STAT-IND-CUR	1	A/N		
793	Budget Month Flag		BMF	1	A/N		
794	Payment Status Code - (current month)		PSTAT-CUR	3	A/N		
797	Payment Status Code		PSTAT	3	A/N		
800	Living Arrangements Code - (next month)		LIVF	1	A/N		
801	Living Arrangements Code - (current month)		LIVF-1	1	A/N		
802	Living Arrangements Code - (prior month)		LIVF-2	1	A/N		
803	Optional State Supplementation Code		OSCD	1	A/N		
804	State & County Code for Supplementation		STSUPGP	5	N		
809	State Concurrent Eligibility Indicator		STCONCATM	1	A/N		
810	State Optional Payment Code		STOPACM	1	A/N		
811	Medicaid Eligibility Code		MEDIC	1	A/N		
812	Student Indicator		STUDM	1	A/N		
813	Drug Addict or Alcoholic Identification		DRUGM	1	A/N		
814	Chargeable Earned Income Amount		EINCM	4	N		\$\$\$
818	Chargeable Unearned Income Amount		UINCM	4	N		\$\$\$
822	Federal Assistance Amount - (current month)	D	FEDAMT-CUR	3	N		\$\$\$
825	Current Amount Of State Supp. - (current month)	D	SUPAMT-CUR	3	N		\$\$\$
828	Federal Assistance Amount	D	FEDAMT	3	N		\$\$\$
831	Current Amount Of State Supp.	D	SUPAMT	3	N		\$\$\$
834	Conditional Payment Indicator		CONDPAY	1	A/N		
835	Medical and Social Services Income Test		MEDTEST	1	A/N		
836	Total Amount of Overpayment Detected		OPDET	5	N		\$\$\$\$
841	Deemed Income Amount for the Quarter		DEEMAMT	5	N		\$\$\$\$
846	Deeming Indicator		DEEMCD	1	A/N		
847	Windfall Offset Federal Amount	D	WIN-FED	3	N		\$\$\$
850	Windfall Offset State Amount	D	WIN-STAT	3	N		\$\$\$
853	Date Of File Selection (cutoff date)	*	SEL-DATE	8	N		CCYYMMDD
861	Special Indicator Field	*	SPEC-ID	3	A/N		
864	Unearned Type "A"/Frequency "R" Ind	*	RFRQ	1	A/N		R / space
865	New Award Indicator	*	NEWARD	1	A/N		Y / space
866	First Payment Date (this record)	*	FIRST-PAY-DATE	8	N		CCYYMMDD

Location	Field Name	Action	Acronym	Size	Type	x	Format
874	PSTAT After Last C01 / M01 / M02	*	PSTAT-LST	3	A/N		
877	PSTAT After Last C01 / M01 / M02 Date	*	PSTAT-LST-DATE	6	N		CCYYMM
883	Payment Status Month 1		PSTAT1	3	A/N		
886	Payment Status Month 2		PSTAT2	3	A/N		
889	Payment Status Month 3		PSTAT3	3	A/N		
892	Payment Status Month 4		PSTAT4	3	A/N		
895	Payment Status Month 5		PSTAT5	3	A/N		
898	Payment Status Month 6		PSTAT6	3	A/N		
901	Payment Status Month 7		PSTAT7	3	A/N		
904	Payment Status Month 8		PSTAT8	3	A/N		
907	Payment Status Month 9		PSTAT9	3	A/N		
910	Payment Status Month 10		PSTAT10	3	A/N		
913	Payment Status Month 11		PSTAT11	3	A/N		
916	Payment Status Month 12		PSTAT12	3	A/N		
919	Filler			2	A/N		
	-- Appeals Data -- occurs 3 times ---						
	occurs 1 - Conversion Data						
	occurs 2 - Latest Initial						
	Claim Data						
	occurs 3 - Post-Eligibility						
	Data						
921	Appeal Type		PL-TYP	1	A/N		
922	Appeal Reason		PL-RSN	2	A/N		
924	Appeal Filing Date		PL-FILE-JD	8	N		CCYYMMDD
932	Appeals Decision Code		PL-DCSN-CDE	2	A/N		
934	Appeals Date of Final Decision		PL-DCSN-JD	8	N		CCYYMMDD
942	Appeals Decision Type		PL-DECISION-TYP	1	A/N		
943	Appeals Remaining 2nd and 3rd occurrences			44			
987	12-Month Check for Payment		CHK-PMT	1	A/N		
988	Spoken Language Code		LANG-PREF-SPOKEN	2	A/N		
990	Written Language Preference		LANG-PREF-WRITTEN	2	A/N		
992	Direct Deposit Payment Indicator		PAY-DIRDEP-IND	1	A/N		
993	Rep Payee Spoken Language Preference		REP-LANG-PREF-SPOKEN	2	A/N		
995	Rep Payee Written Language Preference		REP-LANG-PREF-WRITTEN	2	A/N		
	--- Alien Data --- occurs 2 times ---						
997	Alien Relative Date		ALIEN-RD	6	N		CCYYMM
1003	Alien Data Citizenship/Alien Code		ALIEN	1	A/N		
1004	Alien Country		ALIEN-CNTRY	2	A/N		
1006	Alien Sponsor		ALIEN-SPON	1	A/N		
1007	Alien Status Attained Date		ALIEN-STAT-RD	6	N		CCYYMM
1013	Alien Eligibility Reason		ALIEN-EXC	1	A/N		
1014	Alien Eligibility Start Date		ALIEN-EXC-START-RD	6	N		CCYYMM
1020	Alien Remaining 2nd occurrence			23			
	--- Earned Income, type B ---						
1043	Earned Income Type Code - B		IETYP	1	A/N		
1044	Earned Income Start Date - B		IESTART-RD	6	N		CCYYMM
1050	Earned Income Amount - B		IEAMT	6	N		\$\$\$\$cc

Location	Field Name	Action	Acronym	Size	Type	x	Format
1056	Earned Income Frequency - B		IEFRQ	1	A/N		
1057	Filler		----	6	A/N		
1063	Title 8 Veteran		T8VET	1	A/N		
1064	Stop Date		STOP-RD	6	N		CCYYMM
1070	Rep Payee's Zip Code		REP-ZIP	5	A/N		
1075	Rep Payee's Zip Code Suffix		REP-ZIP6-9	4	A/N		
1079	Direct Express Debit Card Indicator		DIREXPDC-IND	1	A/N		
1080	Federal Assistance Amount - (current month)	NS	FEDAMT-CUR	5	N		\$\$\$\$\$
1085	Current Amount Of State Supp. - (current month)	NS	SUPAMT-CUR	5	N		\$\$\$\$\$
1090	Federal Assistance Amount	NS	FEDAMT	5	N		\$\$\$\$\$
1095	Current Amount Of State Supp.	NS	SUPAMT	5	N		\$\$\$\$\$
1100	Windfall Offset Federal Amount	NS	WIN-FED	5	N		\$\$\$\$\$
1105	Windfall Offset State Amount	NS	WIN-STAT	5	N		\$\$\$\$\$
1110	Federal Money Amount (paid 1 st of month)	N	FEDPMT-01	6	N		\$\$\$\$\$\$
1116	Payment Indicator Generated in Modernization	N	Filler	1	A/N		
1117	State Supplementation Amount (paid 1 st of month)	N	STATPMT-01	6	N		\$\$\$\$\$\$
1123	Filler	s		78	A/N		
1200							

Record length = 1,200 characters

* = Not directly derived from SSR

A = Acronym name change - this record

D = Deleted Field - this record

F = Field name change - this record

M = Modified field - this record

N = New field - this record

S = Size change - this record

Note: Alpha-numeric field contains hex values (i.e.X'01') Move to a redefined field in working storage to use.
R:\Bruiser\Documentation_Project\DSSA_Documentation\SSI Production Files\Record Layouts
O:\DSSA\PRD\SSIASR\Source File Layouts

APPENDIX G

FILE LAYOUT OF THE MONTHLY DBAD FILES

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Disabled Beneficiaries and Dependents MBR (DBADMBR) File

Record Description

Location	Field Name	Action	Acronym	Size	Type	Format
1	Date of File Selection	*	SEL-DATE	8	N	CCYYMMDD
	001 RECORD CONTROL DATA					
9	Office Code--Payment Service Center	N	OC	1	A/N	
10	Claim Account Number (SSN)		CAN	9	A/N	
	002 FIXED ACCOUNT DATA					
19	Payment Cycle Current Operating Month		PCCOM	6	N	CCYYMM
25	Payment Cycle Change Reason		PCCR	1	A/N	
26	First Payment Cycle Current Operating Month	*	FPCCOM	6	N	CCYYMM
32	First Payment Cycle Change Reason	*	FPCCR	1	A/N	
33	Recomputation Code		RCC	1	A/N	
34	Race of Primary		RACEP	1	A/N	
35	Lump Sum Entitlement Code Switch		LSEC-SW	1	A/N	
36	Military		MIL	1	A/N	
37	Railroad Code		RRC	1	A/N	
38	FILLER			6		
	022 PRIMARY INSURANCE HISTORY					
	Occurs 8 times of 150					
44	Number of Primary Insurance Fields		NPIH	3	N	
47	PIA Effective Date		PIED	6	N	CCYYMM
53	Primary Insurance Factor Code (Governing PIA)	*	PIFC	1	A/N	
54	Primary Insurance Amount (Governing PIA)	*	PIA	5	N	\$\$\$\$c
59	Family Maximum	S	FMAX	6	N	\$\$\$\$c
65	Type of Maximum		TOM	1	A/N	
66	Indexed Monthly Earnings		IME	4	N	\$\$\$\$
70	Eligibility Year		ELY	4	N	CCYY
74	Primary Insurance Factor Code Two		PIFC2	1	A/N	
75	Primary Insur. History occurs 2 through 8			196		
	033 INSURED STATUS MET DATA (Account Data)					
	Occurs 2 times of 30 (For Governing PIA)					
271	Number of Insured Status Met Data fields		NINSD	2	N	
273	Insured Status Claim Type		INSD-CLMTYP	1	A/N	
274	Insured Status Date Claim Filed DOF		INSD-DCF	8	N	CCYYMMDD
282	Insured Status Last Month DLM		INSD-LAST-MTH	6	N	CCYYMM
288	Insured Status Waiting Period Start Month		INSD-WPSD-MTH	6	N	CCYYMM
294	Insured Status 20/40 Exclusion Test Met		INSD-2040-XMT	1	A	
295	Insured Status 20/40 Non-exclusion Test Met		INSD-2040-NXMT	1	A	
296	Insured Status Age 31 Exclusion Test Met		INSD-A31-XMT	1	A	
297	Insured Status Age 31 Non-Exclusion Test Met		INSD-A31-NXMT	1	A	
298	Insured Status Age24 Exclusion Test Met		INSD-A24-XMT	1	A	
299	Insured Status Age24 Non-Exclusion Test Met		INSD-A24-NXMT	1	A	

Location	Field Name	Action	Acronym	Size	Type	Format
300	Insured Status DIB Test Quarters of Coverage Required Count		INSD-DIB-REQ	2	N	
302	Insured Status DIB Test HAS Quarters of Coverage Count		INSD-DIB-HAS	2	N	
304	Insured Status Fully Insured Exclusion Test Met		INSD-FIS-XMT	1	A	
305	Insured Status Fully Insured Non-Exclusion Test Met		INSD-FIS-NXMT	1	A	
306	Insured Status Fully Insured Test Quarters of Coverage Required Count		INSD-FIS-REQ	2	N	
308	Insured Status Fully Insured HAS Quarters of Coverage Count		INSD-FIS-HAS	2	N	
310	Statutory Blindness Established		INSD-STBL-IND	1	A	
311	Insured Status History occurs 2			38		
	038 FIXED PAYMENT DATA					
349	Monthly Payment Amount		MPA	5	N	\$\$\$\$c
354	District Office Code		DOC	3	A/N	
357	Advance Filing Switch	N	ADV-FILING-SW	1	A/N	
358	FILLER			18	A/N	
	062 FIXED BENEFICIARY DATA					
376	Beneficiary Identification Code		BIC	2	A/N	
378	Ledger Account File		LAF	2	A/N	
380	Date of Birth		DOB	8	N	CCYYMMDD
388	Initial Date of Entitlement		DOEI	6	N	CCYYMM
394	Current Date of Entitlement		DOEC	6	N	CCYYMM
400	Dual Entitlement Type BPC-DUAL		DE-TYPE	1	A	
401	Beneficiary Reduced for Age BPC-AGE-RED		RED-FOR-AGE	1	A	
402	RIBLIM-Applies		RIBLIM-APPLIES	1	A/N	
403	Debit Processing Date		DRD	8	N	CCYYMMDD
411	Date of Suspension / Termination		DOST	6	N	CCYYMM
417	Date of Credit Action		DOCA	6	N	CCYYMM
423	Beneficiary Sex Code		SEXB	1	A/N	
424	Monthly Benefit Payment		MBP	5	N	\$\$\$\$c
429	Language		LANG	1	A/N	
430	Railroad Involvement Code		RRIC	1	A/N	
431	FILLER			1	A/N	
432	Adjusted Blind Onset Date		ABOD	8	N	CCYYMMDD
	123 BENEFICIARY CLAIM DATA Occurs 10 times of 30					
440	Number of Beneficiary Claim Data fields		NBCLM	2	N	
442	Historical Date of Entitlement Start		BCLM-DOE-START	6	N	CCYYMM
448	Date of Filing Application DOF		BCLM-DOF	8	N	CCYYMMDD
456	Application Receipt Date		BCLM-APPRECPT	8	N	CCYYMMDD
464	Historical Beneficiary Identification Code BIC		BCLM-BIC	2	A	
466	Historical Current Entitlement Code CEC		BCLM-CEC	1	A	
467	Outside the MAX Indicator		BCLM-OTSID-MAX	1	A	
468	Historical Date of Entitlement Termination		BCLM-DOETERM	6	N	CCYYMM
474	BCLM Data occurs 2 through 10			288		
	153 BENEFICIARY DENIAL/DISALLOWANCE DATA Occurs 6 times of 30					

Location	Field Name	Action	Acronym	Size	Type	Format
762	Number of Beneficiary Denial/Disallowance Data fields		NDENY	2	N	
764	Date of Filing Application DOF		DENY-DOF	8	N	CCYYMMDD
772	Application Receipt Date		DENY- APPRECPT	8	N	CCYYMMDD
780	Historical Beneficiary Identification Code BIC		DENY-BIC	2	A	
782	Historical Current Entitlement Code CEC		DENY-CEC	1	A	
783	Date of Disability Onset		DENY-DDO	8	N	CCYYMMDD
791	Historical Reason for Disallowance or Denial RDD		DENY-RDD	3	A	
794	Level of Denial associated with RDD on Disability Claim		DENY-RDD- LOD	1	A/N	
795	Deny Data occurs 2 through 6 147 DEVELOP DIB DATA Occurs 5 times of 5			155		
950	Number of DDIB data fields		NDDIB	1	N	
951	Develop DIB Suspension Effective Date		DDIB-SUSPEFF	6	N	CCYYMM
957	Develop DIB Resumption Request Input Date		DDIB- RESUMREQ	6	N	CCYYMM
963	Develop DIB occurs 2 through 5			48		
1011	FILLER			66	A/N	
	065 BENEFICIARY OVER/UNDERPAYMENT DATA					
1077	Due Process Overpayment		DPO	8	N	\$\$\$\$\$cc
1085	Due Process Recovery Date		DPRD	6	N	CCYYMM
1091	Due Process Overpayment Type		DPOT	2	A/N	
1093	Due Process Withholding Amount		DWA	4	N	\$\$\$
1097	Protest Indicator		PROTEST	1	A/N	
	066 REPRESENTATIVE PAYEE DATA					
1098	Date of Selection		DOS	6	N	CCYYMM
1104	Type of Payee		TOP	1	A/N	
1105	Custody Code		CC	1	A/N	
1106	Guardian Status		GS	1	A/N	
1107	Year Initial Payee Selected		YIPS	4	N	CCYY
	072 SECURITY INCOME DATA					
1111	Security Income File Type		SIFT	1	A/N	
1112	Security Income Status Code		SISC	1	A/N	
	075 BENEFICIARY REFERENCE DATA					
1113	Beneficiary's Own Account No. (CAN if BIC = A)	*	BOAN	9	N	
	076 DATE OF DEATH DATA					
1122	Beneficiary Date of Death	*	BDOD	8	N	CCYYMMDD
	081 DEMONSTRATION PROJECT DATA					
1130	Demonstration Project Indicator		DPI	2	A/N	
1132	Demonstration Project Start Date		DST	6	N	CCYYMM
1138	Demonstration Project Stop Date		DSP	6	N	CCYYMM
	088 DISABILITY DATA Occurs 6 times of 12					
1144	Number of Disability Data Fields		NDIB	2	N	
1146	FILLER			14	A/N	
1160	Date of Disab. Benefit Cessation		DDBC	6	N	CCYYMM
1166	Disability Adjudication Date		DSD	6	N	CCYYMM
1172	Hearing Decision Date		HDD	6	N	CCYYMM
1178	SGA Disability Suspension		SDS	6	N	CCYYMM
1184	Applicant's Disability Cessation		ADC	6	N	CCYYMM
1190	Appeals Decision Date		APS	6	N	CCYYMM

Location	Field Name	Action	Acronym	Size	Type	Format
1196	Date of Disability Onset		DDO	8	N	CCYYMMDD
1204	Disability Award Code		DAC	1	A/N	
1205	Level of Denial Code		LOD	1	A/N	
1206	Basis for Denial Code		BDC	2	A/N	
1208	Cessation of Disability Reason		CDR	1	A/N	
1209	Pending Appeals Review		PRY	1	A/N	
1210	EPE Begin Date		EBD	6	N	CCYYMM
1216	EPE Medicare Begin Date		EMD	6	N	CCYYMM
1222	Drug Addiction / Alcoholism Code of Disability		DAA	1	A/N	
1223	Disability Data occurs 2 through 6			385		
	091 CROSS-REFERENCE DATA					
	Occurs 3 times of 9					
1608	No. of Cross-Reference Fields		NXRD	1	N	
1609	Cross-reference Type Code		XRTC	1	A/N	
1610	Cross-reference Account Number		XRAN	9	A/N	
1619	Cross-reference Beneficiary Identification Number (BIC)		XBIC	2	A/N	
1621	Cross-ref. Occurs 2 through 3			24		
	093 DUAL ENTITLEMENT DATA					
	Occurs 2 times of 2					
1645	No. of Dual Entitlement Fields		NDED	1	N	
1646	Type of Dual Entitlement		TOD	1	A/N	
1647	Other Account Number		OTAN	9	A/N	
1656	Other Beneficiary Identification Code		OTBIC	2	A/N	
1658	Other Date of Entitlement		OTDOE	6	N	CCYYMM
1664	Other Primary Insurance Amount		OTPIA	5	N	\$\$\$\$c
1669	Larger Full Monthly Benefit Amount		LFMBA	5	N	\$\$\$\$c
1674	Larger Excess Monthly Benefit Amount		LEMBA	5	N	\$\$\$\$c
1679	Smaller Full Monthly Benefit Amount		SFMBA	5	N	\$\$\$\$c
1684	Smaller Actuarially Reduced Monthly Benefit Amount		SAMBA	5	N	\$\$\$\$c
1689	Dual Entitlement Status Code		DESC	1	A/N	
1690	Dual Entitlement Data occurs 2			44		
	095 ENFORCEMENT DATA					
	Occurs 5 times of 5					
1734	No. of Enforcement Fields		NENFD	1	N	
1735	Year of Enforcement		YOE	4	N	CCYY
1739	Year of Enforcement Selection.		YOES	4	N	CCYY
1743	Total Enforceable Earnings		TEE	7	N	\$\$\$\$\$\$\$
1750	Enforcement Category Code		ECC	2	A/N	
1752	Enforcement Selection Operation Code		ESOC	1	A/N	
1753	Earnings Posted Type		EPT	1	A/N	
1754	Enforcement Data occurs 2 through 5			76		
	096 HISTORY DATA					
	Occurs 35 times of 150					
1830	Number of History Fields		NHIST	2	N	
1832	Effective Date		EFD	6	N	CCYYMM
1838	Monthly Benefit Amount		MBA	5	N	\$\$\$\$c
1843	Reason for Deduction		RFD	1	A/N	
1844	Work Indication Code		WIC	1	A/N	
1845	Benefit Paid Designation Indicator		BPD	1	A/N	
1846	Monthly Benefit Credited		MBC	5	N	\$\$\$\$c
1851	Historical Reason for Suspension or Termination		HRFST	6	A/N	
	RFST					
1857	History Data occurs 2 through 35			850		
	098 DISABILITY TEST PROCESS DATA					
	Occurs 5 times of 5					
2707	Number of Disability Test Process Data Fields		NDTPD	1	N	

Location	Field Name	Action	Acronym	Size	Type	Format
2708	Test Process Indicator		TPI	1	A/N	
2709	Date Claim Filed		DCF	6	N	CCYYMM
2715	Disability Test Data occurs 2 through 5			28		
	105 HOSPITAL INSURANCE DATA					
	Occurs 5 times of 10					
2743	Number of Health Insurance Fields		NHI	2	N	
2745	HI Enrollment Month		HI-START	6	N	CCYYMM
2751	HI Termination Month		HI-TERM	6	N	CCYYMM
2757	HI Basis Type		HI-BASIS	1	A/N	
2758	HI Non Coverage Reason Type		HI- NONCOVRSN	1	A/N	
2759	Hospital Insurance occurs 2 through 5			56		
	109 SUPPLEMENTAL MEDICAL INSURANCE					
	Occurs 5 times of 20					
2815	Number of Supplementary Medical insurance Fields		NSMI	2	N	
2817	SMI Enrollment Effective Month		SMI-START	6	N	CCYYMM
2823	SMI Termination Month		SMI-TERM	6	N	CCYYMM
2829	SMI Basis Type		SMI-BASIS	1	A/N	
2830	SMI NON Coverage Reason Type		SMI- NONCOVRSN	1	A/N	
2831	Supplemental Med. Insurance occurs 2 through 5			56		
	025 DRAMS PRIOR PERIOD OF DISABILITY					
	Occurs 4 times of 4					
2887	Number of DRAM Data Fields		NDRAM	1	N	
2888	Prior DIB Start Date		PDST-REL	6	N	CCYYMM
2894	Prior DIB End Date		PDED-REL	6	N	CCYYMM
2900	Prior DIB Source		PDSOURCE	1	A/N	
2901	DRAMS occurs 2 through 4			39		
	121 CITIZENSHIP DATA					
	Most Recent Occurrence of 3					
2940	Number of Citizenship Fields		NCTZN	1	N	
2941	Citizenship Start Date		CTZN-START	8	N	CCYYMMDD
2949	Citizenship Stop Date		CTZN-STOP	8	N	CCYYMMDD
2957	Citizenship Country Name		CTZN- COUNTRY	2	A/N	
2959	Citizenship Proof Indicator		CTZN- USPROOF	1	A/N	
	122 LAWFUL PRESENCE DATA					
	Most Recent Occurrence of 10					
2960	Number of Lawful Presence Data Fields		NLWPR	2	N	
2962	Lawful Presence Effective Date		LWPR-START	8	N	CCYYMMDD
2970	Lawful Presence Stop Date		LWPR-STOP	8	N	CCYYMMDD
2978	Lawful Presence Proof Indicator		LWPR-PROOF	1	A/N	
2979	LWPR Status		LWPR-STATUS	1	A/N	
	LWPR-PERM-TYPE					
	168 TRIAL WORK PERIOD FRAUD DATA					
2980	No. of Trial Work Period Fraud Data Groups		NTWPF	1	N	
	032 WC/PDB OFFSET DATA					
	Most Recent Occurrence of 120					
2981	Number of WCPD Data Group Occurrences Fields		NWCPD	3	A/N	
2984	Type of Offsetable Public Disability Benefits		WCPD-PDB- TYPE	2	A/N	
2986	Type of Offsetable Workers' Compensation Benefits		WCPD-WC- TYPE	2	A/N	
	051 ATTORNEY PAYMENT DATA					
	Most Recent Occurrence of 10					
2988	NAREP		NAREP	2	N	

Location	Field Name	Action	Acronym	Size	Type	Format
2990	Appointed Representation Total Past Due Benefits (UNPACKED)		AREP-DUE-BENE	9	N	\$\$\$\$\$\$CC
2999	Appointed Representation Fee Agreement Amount (UNPACKED)		AREP-AGMT-AMT	7	N	\$\$\$\$\$CC
3006	Appointed Fee Agreement Type		AREP-FEE-TYPE	1	A/N	
148 CONTINUING DIB INVESTIGATION DATA						
Occurs 5 times of 5						
3007	Number of CDIB Data fields		NCDIB	1	N	
3008	CDR Suspension Effective Date		CDIB-SUSPEFF	6	N	CCYYMM
3014	CDR Suspension Stop Date (UNPACKED)		CDIB-SUSPSTOP	6	N	CCYYMM
3020	CDR Suspension Reason		CDIB-SUSPRSN	1	A/N	
3021	CDR Resumption Request Input Date		CDIB-RESUMREQ	6	N	CCYYMM
3027	CDR Data occurs 2 through 5			76		
088 DISABILITY DATA						
Occurs 6 times of 12						
3103	Diagnosis Code		DIG	10	A/N	
3113	Secondary Diagnosis Code		SDIG	10	A/N	
3123	Date of Entitlement to DIB for Medicare		DOED	6	N	CCYYMM
3129	True Date of Entitlement to DIB (UNPACKED)		T2-DOED	6	N	CCYYMM
3135	Disability Data occurs 2 through 6			160		
FIXED BENEFIT DATA						
Occurs 2 times of 20						
3295	Number of Historic Type of Claim		NHTOC	2	N	
3297	Type of Claim		TOC	1	A/N	
3298	Type of Claim Start Date (UNPACKED)		TOC-START	6	N	CCYYMM
3304	Historic TOC occurs 2			7		
PAYMENT MAILING ADDRESS DATA						
3311	Address State and County Code		ADDR-SCC	5	A/N	
3316	Address Foreign Geographic Code		ADDR-FGN-GEO-CODE	5	A/N	
3321	Address ZIP Code		ADDR-ZIP	9	A/N	
3330	Address Consular Office Code		ADDR-CON-CODE	3	N	
BENEFICIARY MAILING ADDRESS DATA						
3333	Beneficiary Mailing State and County Code		BADR-SCC	5	A/N	
3338	Beneficiary Mailing Address Foreign Geographic Code		BADR-FGN-GEO-CODE	5	A/N	
3343	Beneficiary Mailing Address Zip Code		BADR-ZIP	9	A/N	
3352	Beneficiary Mailing Address Country Consular Office Code		BADR-CON-CODE	3	N	
3355	Number of Historic SSDI Fields		SSDI-NHIST	3	N	
3358	Attainment_Date			8	N	CCYYMMDD
3366	FILLER			135		
3500	RECORD LENGTH					

*Record Length = 3500 characters

Sequence = CAN / DOB / SEX / BIC / LAF

Multi occurrence fields are in most current to oldest sequence.

Date of File Selection	SEL-DATE	Date of data on file
Primary Insurance Amount (MBC's PIA)	PIA	Governing PIA amount
Beneficiary's Own Account No.	BOAN	If BIC = A, fill with CAN
Beneficiary Date of Death	BDOD	If BDOD = blank and BIC = A, fill with DODP
First Payment Cycle Current Operating Month	FPCCOM	Earliest date in either PCCOM or HPCCOM
First Payment Cycle Change Reason	FPCCR	Reason code in either PCCR or HPCCR associated with the earliest PCCOM or HPCCOM date

ZIPcode
Family Maximum

ZIP
FMAX

If ZIP blank, use RZIP if present
FMAX = FMAX + \$10,000 if TOM = X, Y or Z

* = Not directly derived from MBR
F = Field name change - this record
M = Modified field - this record
N = New field - this record
S = Size change - this record

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APPENDIX H

FILE LAYOUT OF THE PHUS

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2017 PHUS TOTALS RECORD

Start Position	End Position	Field Size	Program Mnemonic	Field Description
1	9	9	CAN	Claim Account Number
10	11	2	BIC	Beneficiary ID Code
12	30	19	SSN-LINK	n/a SSN+10 spaces
31	32	2	YEAR	Panel Year
33	38	6	EXTRACT-DATE	Date Record extracted from master files (MMCCYY)
39	2810	2856	DIRECT-PAY	MONTHLY BENEFITS PAID (01/84 – 12/17) (EACH ENTRY 7 POSITIONS - \$\$\$\$\$C, there are 408 entries.) (Signed Pos or Neg.)
2895	4934	2040	MEDICARE	MONTHLY HI-SMI CHARGES (01/84 – 12/17) (EACH ENTRY 5 POSITIONS - \$\$\$C, there are 408 entries.) (Signed Pos or Neg.)

DIRECT PAY***

ADD – Duplicate Checks (010), Recurring Payment(014), pos. Death Adjustments (024), CSP SAC X TO (029), Check not held (030), PMA Check (042), PCMA Check (043), RCMA Check (044), SAC X FROM (052), DO Payment (057), RRB Ret Check Reissue (084), RRB Payment (087), CO DUP CHK (253, 254, 255).

SUBTRACT –Wrong Check Held (031), PCMA Hold (047), RCMA Hold (048), CPS Non Receipt (170), PMA Benefit Payment Offset (BPO) (142), CMA BPO (143), Recurring PMT BPO (144).

MEDICARE -

ADD – Premium Deductions/Refunds (020), HI SMI Amount (HSA) in 014, 043 and 044, Part-D Medicare Drug Premium (220), PART-C Medicare Premium (120, 160) , Part B Equitable Relief Arrearage (231)

SUBTRACT – Negative Premium Refund Actions (039), HSA in 047 and 048, Part-D Medicare Premium Refund (239), Part-C Medicare Premium Refund (139, 179), Part B equitable relief Reversal (232)

***Recurring Payment event 014 is built using the MBP. Direct Pay does not include Medicare amounts.

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APPENDIX I

FILE LAYOUT OF THE EN Payments FILES

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Field Name	Description	Data Type	Format
EN Name	Name of the Provider	Character	
DUNS	Data Universal Number	Character	
Pay Type	Payment option selected by the provider.	Character	
Pay Num	Phase number, Ticket Payment Type and sequential payment number that was paid to the provider.	Character	
Beneficiary Name	First and Last Name of the Beneficiary	Character	
SSN	Beneficiary's Social Security Number	Character	
Month/Yr	Month/Year of the event that triggered the payment to the Provider	Date	MM-YY
Pay Amt	Amount of the payment made to the Provider	Dollar	\$9,999.99
Pay Date	Date the payment was processed	Date	MM/DD/CCYY
Triggered By	Entity that authorizing the payment: OESP or OSM	Character	
Pay Num for Sort	Phase number, Ticket Payment Type and sequential payment number that was paid to the provider.	Character	

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APPENDIX J

FILE LAYOUT OF THE RSA-911 FILES

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APPENDIX J.1

FILE LAYOUT OF THE RSA-911 FILES--OVERVIEW

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OVERVIEW

The DAF17 contains RSA-911 files for VR service closures from fiscal years 1998 through 2017. This appendix contains the reporting manuals and associated policy directives for the RSA-911 Case Service Report, including record layouts. However, the record layout changes three times in terms of data elements, from 2001 to 2002, from 2013 to 2014, and from the start of the third fiscal quarter (July 1) of 2017. Instruction and edit specifications change with each iteration, but the actual record layout only changes those two times.

Therefore, when accessing the RSA-911 source files, special attention should be paid to both the position and length of the variables described by the pre-2002, 2002-2013, 2014 - June 2017, and July 2017 - present source file layouts. This is especially critical when the analysis covers multiple periods. It is also necessary to pay special attention to the possible variable values for each variable, as these can change from year to year. Each iteration of the RSA-911 documentation includes a summary of year-over-year changes.

This appendix includes the source file layouts and associated materials for each iteration. They are the following:

- Policy Directive RSA-PD-99-09, September 8, 1999—pre-2002 layout
- Policy Directive RSA-PD-00-06, March 16, 2000—2002-2013 layout
- Policy Directive RSA-PD-03-07, September 25, 2003—2002-2013 layout
- Policy Directive RSA-PD-04-04, September 30, 2004—2002-2013 layout
- Policy Directive RSA-PD-06-01, October 24, 2005—2002-2013 layout
- Policy Directive RSA-PD-07-01, October 5, 2006—2002-2013 layout
- Policy Directive RSA-PD-12-05, February 8, 2012—2002-2013 layout
- Policy Directive RSA-PD-14-01, October 25, 2013—2014 to June 30, 2017 layout
- Policy Directive RSA-PD-16-04, June 14, 2017—July 1, 2017 to present layout

The 2002-post record layout is described in the March 2000 policy directive, which states, “All requested revisions should be completed in time for State agencies to report their Fiscal Year (FY) 2001 data in the new format.” However, the revised record layout does not take effect until the 2002 data.

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APPENDIX J.2

**PRE-2002 FILE LAYOUT OF THE RSA-911 FILES
(POLICY DIRECTIVE RSA-PD-99-09, SEPTEMBER 8, 1999)**

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

POLICY DIRECTIVE

RSA-PD-99-09

Date: September 8, 1999

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

SUBJECT: Announcement of OMB Approval for Continued Collection of the Case Service Report (RSA-911), OMB Number: 1820-0508

POLICY

STATEMENT:

This is to inform you that the RSA-911, Case Service Report, has been approved by the Office of Management and Budget through January 31, 2000. Please use this form to report on individuals whose service records were closed in FY 1999 and continue to use this form to report FY 2000 data. The instructions for this report form are identical to those transmitted to you under RSA-PD-95-04, dated May 1, 1995, and RSA-PD-97-02 dated March 12, 1997.

The due date for submitting the RSA-911 data remains as November 30, following the end of a fiscal year. State VR agencies should examine their data for accuracy before submitting it to RSA by the deadline of November 30. An edit program was provided to each State VR agency on diskette. When the proposed Evaluation Standards and Performance Indicators under Section 106 of the Rehabilitation Act become final, it is very likely that failure to meet this deadline for submitting data in a valid, accurate, and consistent format will result in the State VR agency being required to develop a program improvement plan.

We expect revised RSA-911 instructions to be issued by the end of this calendar year. In order to give State agencies adequate time to implement these new instructions, we expect that FY 2001 will be the first year that data will be collected and reported in accordance with the new instructions.

Submitting RSA-911 data on diskette or CD-ROM is now preferred to magnetic tape. All submittals, in whatever form, should be sent to:

Rehabilitation Services Administration
Office of Program Operations
Basic State Grants Branch
Statistical Unit
Switzer Building, Room 3211
330 C Street S.W.
Washington, DC 20202-2735

CITATIONS**IN LAW:**

Sections 12(a), 13, 14(a), 101(a)(10), 131 and 626 of the Rehabilitation Act of 1973, as amended, and the Paperwork Reduction Act of 1995, as amended.

**CITATIONS IN
REGULATIONS:**

34 CFR 361.38, 361.40, and 361.56

**EXPIRATION
DATE:**

January 31, 2000

**INQUIRIES
TO:**

RSA Central Office (202-245-7488) or Regional Offices.

Fredric K. Schroeder, Ph.D.
Commissioner

Enclosure

Cc: CSAVR
NAPAS
NCIL
NRFC

**Summary of How New RSA-911 System Differs in Content or Instructions from
Previous RSA-911 System, by Data Element in Alphabetical Order**

Data element name	Record position	Change, if any, from current RSA-911
Agency code	2-3	
Cost of case services	77-81	
Date of application	14-19	
Date of birth	20-25	
Date of closure	124-129	
Date of eligibility	65-70	New data element.
Highest grade completed	33-34	Code XX for special education no longer confined to persons with mental retardation.
Hispanic origin	29	
Hours worked (application)	56-57	
Hours worked (closure)	114-115	
Major disabling condition	46-48	Clarifies reporting for TBI.
Marital status	28	
Medical insurance (application)	63	
Medical insurance (closure)	132	
Medical insurance available through job (application)	64	
Medical insurance available through job (closure)	133	
Migratory agricultural worker	138	
Monthly public assistance amount (application)	58-60	
Monthly public assistance amount (closure)	116-118	
Multiple closure code	13	
Occupation (closure)	82-87	
Personal assistance services	140	New data element-includes codes for readers, interpreters, and attendants.
Previous closure status	30	Clarifies item to show that codes pertain to the most recent active case closure.
Previous employment status	71	New data element-if ever worked.
Primary source of support (application)	61-62	
Primary source of support (closure)	119-120	
Projects-with-Industry	139	
Race	27	

**Summary of How New RSA-911 System Differs in Content or Instructions from
Previous RSA-911 System, by Data Element in Alphabetical Order**

Data element name	Record position	Change, if any, from current RSA-911
Reason for closure	122-123	Deletes one code made obsolete by the 1992 Amendments.
Record identifier	1	
Rehabilitation technology services	141-143	New data element.
a. Rehabilitation engineering	141	
b. Assistive tech devices	142	
c. Assistive tech services	143	
Secondary disabling condition	49-51	Clarifies reporting for TBI.
Services provided	88-100	Reduces number of codes for reporting services from 8 to 2 (whether provided or not).
a. Assessment	88	Formerly diagnosis/evaluation.
b. Restoration	89	No longer includes devices.
c. College/university training	90	
d. Business/vocational training	91	
e. Adjustment training	92	No longer includes training in the use of devices.
f. On-the-job training	93	
g. Miscellaneous training	94	
h. Counseling & guidance	95	Narrows reporting to cases where C&G is substantial.
i. Job-finding services	96	Expands "job referral" to include other job help services.
j. Job placement	97	
k. Transportation	98	
l. Maintenance	99	
m. Other services	100	No longer includes reader and interpreter services.
Severe disability	135	Applies Sec. 7(15) definition. (Current definition abolished.)
Sex	26	
Social Security Account Number	4-12	Adds RSA-SSA Data Exchange as another rationale for item.
Source of referral	31-32	
Supported employment status	130	
Supported employment outcome	131	

**Summary of How New RSA-911 System Differs in Content or Instructions from
Previous RSA-911 System, by Data Element in Alphabetical Order**

Data element name	Record position	Change, if any, from current RSA-911
Type of closure whose VR was delayed because of order of selection.	121	Adds closure code for eligible persons
Type of facility/agency furnishing service	101-109	
a. Educational institution	101	
b. Business/vocational school	102	
c. Hospital/sanatorium	103	
d. Health organization/agency	104	
e. Community rehabilitation program	105	Formerly "rehabilitation facility".
f. Welfare agency	106	
g. Other public agency	107	Clarifies that "other" excludes respondent.
h. Other private agency	108	
i. Individuals	109	
Type of institution	44-45	
Type of public support during VR:	35-43	
a. SSI-aged	35	
b. SSI-blind	36	
c. SSI-disabled	37	
d. AFDC	38	
e. General assistance	39	
f. SSDI	40	
g. Veterans disability	41	
h. Other disability	42	
i. Other public support	43	
Veteran status	134	
Weekly earnings (application)	53-55	Code XXX for farmer's profits is eliminated.
Weekly earnings (closure)	111-113	Code XXX for farmer's profits is eliminated.
Work status (application) "extended employment".	52	Sheltered workshop work is now
Work status (closure) "extended employment".	110	Sheltered workshop work is now
Year last employed	72-73	New data element.

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Reporting Manual for the

CASE SERVICE REPORT

(RSA-911)

STATE-FEDERAL PROGRAM OF

VOCATIONAL REHABILITATION

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RSA-911 RECORD LAYOUT

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* **Comparison checks between data elements--designed to enhance reporting consistency and reasonableness--are interspersed throughout Sections C and D. Section E contains the same crosschecks in one place for the convenience of State agency staff involved in data quality assurance activities.**

RSA-911 RECORD LAYOUT

RP	ELEMENT	
1	"*" ID Single Record Format	
2	Agency Code	
3		
4		
5		
6		
7		
8	Social Security Account Number	
9		
10		
11		
12		
13	Multiple Closure Code	
14		DATE OF APPLICATION
15	Month	
16		
17	Day	
18		DATE OF BIRTH
19	Year	
20		
21	Month	
22		
23	Day	
24		
25	Year	
26	Sex	
27	Race	
28	Marital Status	
29	Hispanic Origin	
30	Previous Closure Status	
31	Referral Source	
32		
33	Highest Grade	
34	Completed	
35	SSI-Aged	PUBLIC SUPPORT DURING VR
36	SSI-Blind	
37	SSI-Disabled	
38	AFDC	
39	General Assistance	
40	SSDI	
41	Veteran's Disability	
42	Other Disability	
43	Other Public Support	
44	Type of Institution	
45		

RP	ELEMENT	
46		
47	Major Disabling Condition	
48		
49		
50	Secondary Disabling Condition	
51		
52	Work Status	At Application
53	Weekly Earnings	
54		
55		
56	Hours Worked	
57		
58	Monthly Public Assistance Dollars (\$)	
59		
60		
61	Primary Source Of Support	
62		
63	Medical Insurance Coverage	
64	Insurance Avail. On Job	
65	Month	Date of Eligibility
66		
67	Day	
68		
69	Year	
70		
71	Previous Employment Status	
72	Year Last Employed	
73		
74	RESERVED FOR FUTURE USE	
75		
76		
77	Cost of Case Services	
78		
79		
80		
81		
82	Occupation at Closure	
83		
84		

RSA-911 RECORD LAYOUT

RP	ELEMENT	
85		
86		
87		
88	Assessment	Service Types
89	Restoration	
90	College/University Training	
91	Business/Vocational Training	
92	Adjustment Training	
93	On-the-job Training	
94	Miscellaneous Training	
95	Counseling - substantial	
96	Job-Finding Services	
97	Job Placement	
98	Transportation	
99	Maintenance	
100	Other Services	
101	Educational Institutions	Service Sources
102	Business/Vocational School	
103	Hospital/Sanatorium	
104	Health Organization/Agency	
105	Community Rehab Program	Service Sources
106	Welfare Agency	
107	Other Public Agency	
108	Other Private Agency	
109	Individuals (Private)	
110	Work Status	At Closure
111	Weekly Earnings	
112		
113		
114	Hours Worked	
115		
116	Monthly Public Assistance Dollars (\$)	
117		
118		
119	Primary Source Of Support	
120		

RP	ELEMENT	
121	Type of Closure	
122	Reason for Closure	
123		
124	Month	Date of Closure
125		
126	Day	
127		
128	Year	
129		
130	Supported Employment Status	
131	Supported Employment Outcome	
132	Medical Insurance Coverage at Closure	
133	Insurance Avail. On Job at Closure	
134	Veteran Status	
135	Severe Disability	
136	RESERVED FOR FUTURE USE	
137		
138	Migratory Agricultural Worker	
139	Projects-with-Industry	
140	Personal Assistance Services	
141	Rehabilitation Engineering	
142	Assistive Technology Devices	
143	Assistive Technology Services	
144	RESERVED FOR FUTURE USE	
145		
146		
147		
148		
149		
150		

**Listing of RSA-911 Data Elements: Their Record Position/s (RP),
Applicable Closure Codes and Page Where Defined**

Data Element number*	Data element name	Located in RP	Applies to closure codes	Found on page number
2.	Agency code	2-3	1-6	3
29.	Cost of case services	77-81	1-6	30
5.	Date of application	14-19	1-6	4
6.	Date of birth	20-25	1-6	4
40.	Date of closure	124-129	1-6	44
25.	Date of eligibility	65-70	3-6	30
13.	Highest grade completed	33-34	1-6	7
10.	Hispanic origin	29	1-6	5
20.	Hours worked (application)	56-57	1-6	26
35.	Hours worked (closure)	114-115	3	39
16.	Major disabling condition	46-48	1-6	10
9.	Marital status	28	1-6	5
23.	Medical insurance (application)	63	3-6	28
43.	Medical insurance (closure)	132	3	46
24.	Medical insurance available through job (application)	64	3-6	29
44.	Medical insurance available through job (closure)	133	3	46
48.	Migratory agricultural worker	138	1-6	48
21.	Monthly public assistance amount (application)	58-60	3-6	26
36.	Monthly public assistance amount (closure)	116-118	3	40
4.	Multiple closure code	13	1-6	4
30.	Occupation (closure)	82-87	3	31
50.	Personal assistance services	140	3-5	48
11.	Previous closure status	30	3-6	6
26.	Previous employment status	71	3-6	30
22.	Primary source of support (application)	61-62	3-6	28
37.	Primary source of support (closure)	119-120	3	41
49.	Projects-with-Industry	139	1-6	48

* Represents field sequence in the RSA-911 format.
(See end of data element listing for closure code designations.)

**Listing of RSA-911 Data Elements: Their Record Position (RP),
Applicable Closure Codes and Page Where Defined**

Data Element number*	Data element name	Located in RP	Applies to closure codes	Found on page number
8.	Race	27	1-6	5
1.	Record identifier	1	1-6	3
39.	Reason for closure	122-123	1,2,4-6	42
51.	Rehabilitation technology services provided	141-143	3-5	49
	a. Rehabilitation engineering	141	3-5	50
	b. Assistive technology devices	142	3-5	50
	c. Assistive technology services	143	3-5	50
28.	Reserved for future use	74-76	N/A	30
47.	Reserved for future use	136-137	N/A	48
52.	Reserved for future use	142-150	N/A	50
17.	Secondary disabling condition	49-51	1-6	11
31.	Services provided (other than personal assistance and rehabilitation technology)	88-100	3-5	33
	a. Assessment	88	3-5	33
	b. Restoration	89	3-5	33
	c. College/university training	90	3-5	33
	d. Business/vocational training	91	3-5	33
	e. Adjustment training	92	3-5	34
	f. On-the-job training	93	3-5	34
	g. Miscellaneous training	94	3-5	34
	h. Counseling/guidance-substantial	95	3-5	34
	i. Job-finding services	96	3-5	34
	j. Job placement	97	3-5	35
	k. Transportation	98	3-5	35
	l. Maintenance	99	3-5	35
	m. Other services	100	3-5	35
46.	Severe disability	135	1-6	47
7.	Sex	26	1-6	4
3.	Social Security Account Number	4-12	1-6	4
12.	Source of referral	31-32	1-6	6
41.	Supported employment status	130	3-6	45
42.	Supported employment outcome	131	3-6	45

* Represents field sequence in the RSA-911 format.

N/A Not applicable

(See end of data element listing for closure code designations.)

**Listing of RSA-911 Data Elements: Their Record Position (RP),
Applicable Closure Codes and Page Where Defined**

Data Element number*	Data element name	Located in RP	Applies to closure codes	Found on page number
38.	Type of closure	121	1-6	42
32.	Type of facility/agency furnishing service:	101-109	3-5	35
	a. Educational institution	101	3-5	36
	b. Business/vocational school	102	3-5	36
	c. Hospital/sanatorium	103	3-5	36
	d. Health organization/agency	104	3-5	36
	e. Community Rehab. Program	105	3-5	37
	f. Welfare agency	106	3-5	37
	g. Other public agency	107	3-5	37
	h. Other private agency	108	3-5	37
	i. Individuals	109	3-5	37
15.	Type of institution	44-45	3-6	9
14.	Type of public support during VR:	35-43	3-6	8
	a. SSI-aged	35	3-6	8
	b. SSI-blind	36	3-6	8
	c. SSI-disabled	37	3-6	8
	d. AFDC	38	3-6	8
	e. General assistance	39	3-6	8
	f. SSDI	40	3-6	8
	g. Veterans disability	41	3-6	8
	h. Other disability	42	3-6	8
	i. Other public support	43	3-6	9
45.	Veteran status	134	1-6	47
19.	Weekly earnings (application)	53-55	3-6	25
34.	Weekly earnings (closure)	111-113	3	39
18.	Work status (application)	52	3-6	23
33.	Work status (closure)	110	3	37
27.	Year last employed	72-73	3-6	30

* Represents field sequence in the RSA-911 format.

Closure Codes:

- 1 Not accepted for services (Status 08 from Status 02)
- 2 Not accepted for services (Status 08 from Status 06)
- 3 Rehabilitated (Status 26)
- 4 Not rehabilitated (Status 28)
- 5 Not rehabilitated (Status 30)
- 6 Closed from pre-service listing (Status 38 from Status 04)

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Element-by-Element Instructions:

CASE SERVICE REPORT

(RSA-911)

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CASE SERVICE REPORT (RSA-911): ELEMENT-BY-ELEMENT INSTRUCTIONS

1. Record Identifier: Record Position 1

Enter * (asterisk) to indicate the beginning of a new record.

2. Agency Code: Record Positions 2 - 3

Enter the two-digit code assigned to each State rehabilitation agency from the following list. Please note that codes have been pre-assigned to non-existing agencies for the blind in the event that they are established in the future.

State or Territory	<u>Agency Code</u> General/ Combined	Blind	territory	<u>Agency Code</u> General/ Combined	Blind
Alabama	00	5A	Nebraska	26	76
Alaska	XX	5B	Nevada	27	77
American Samoa	60	5C	New Hampshire	28	78
Arizona	01	52	New Jersey	29	79
Arkansas	02	53	New Mexico	30	80
California	03	54	New York	31	81
Colorado	04	55	North Carolina	32	82
Connecticut	05	56	North Dakota	33	83
Delaware	06	57	Northern Marianas	GG	5G
Dist. of Columbia	07	5D	Ohio	34	84
Florida	08	58	Oklahoma	35	85
Georgia	09	59	Oregon	36	86
Guam	YY	62	Pennsylvania	37	87
Hawaii	10	63	Palau	99	5H
Idaho	11	61	Puerto Rico	38	88
Illinois	12	5E	Rhode Island	39	89
Indiana	13	5F	South Carolina	40	90
Iowa	14	64	South Dakota	41	91
Kansas	15	65	Tennessee	42	92
Kentucky	16	66	Texas	43	93
Louisiana	17	67	Utah	44	94
Maine	18	68	Vermont	45	95
Maryland	19	69	Virginia	46	96
Massachusetts	20	70	Virgin Islands	51	5J
Michigan	21	71	Washington	47	97
Minnesota	22	72	West Virginia	48	98
Mississippi	23	73	Wisconsin	49	5K
Missouri	24	74	Wyoming	50	5L
Montana	25	75			

3. Social Security Account Number: Record Positions 4 - 12

Enter the client's nine-digit Social Security Account number (SSAN). Every effort should be made to determine and accurately record this number as it will be used (a) for record control purposes, such as culling out duplicates, and (b) to satisfy the requirements of Section 141 of the Rehabilitation Act, as amended, for the exchange of data between the Social Security Administration and the Rehabilitation Services Administration.

In the absence of the SSAN, a unique nine-digit number must be assigned. Agencies are asked to insure that this unique number does not inadvertently duplicate a genuine SSAN. This can be accomplished by starting the nine-digit number with a Code 8 or 9 in RP 4. For Closure Code 1 (Status 08 from Status 02), an alpha code may be inserted in RP 4. The assignment of unique nine-digit numbers will technically be considered "errors" for editing purposes, but it is understood that the SSAN will not be available in certain instances.

4. Multiple Closure Code: Record Position 13

Enter a one-digit code to indicate that the reported data pertain to the first, second, third or fourth case closure for the same individual in the Federal fiscal year of reference. Multiple Closure Code will be used to prevent cases with identical Social Security Account Numbers from being edited out as duplicates when other closures for the same individual have occurred during the fiscal year. Enter Code 0 to indicate the first case closure for the individual during the fiscal year, Code 1 to designate a second closure, Code 2 a third closure, and Code 3 a fourth closure.

5. Date of Application: Record Positions 14 - 19

Enter the month, day and year in which the individual applied for vocational rehabilitation services and is considered to be in Status 02. The first two digits of the six-digit field pertain to the month (e.g., January = 01), the next two digits to the day (e.g., the seventh = 07), and the last two digits to the year.

6. Date of Birth: Record Positions 20 - 25

Enter the month, day, and year of the individual's birth. The first two digits of the six-digit field pertain to the month (e.g., January = 01), the next two digits to the day (e.g., the seventh = 07), and the last two digits to the year.

7. Sex: Record Position 26

Enter Code 1 for males and Code 2 for females.

8. Race: Record Position 27

Enter one of the following one-digit codes:

- 1 White
- 2 Black
- 3 American Indian or Alaskan Native
- 4 Asian or Pacific Islander

These definitions apply:

White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black: A person having origins in any of the black racial groups of Africa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through affiliation or community recognition.

Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Do not use the item on Race to report Hispanic Origin. The latter is to be reported in RP 29.

9. Marital Status: Record Position 28

Enter a one-digit code to indicate the individual's marital status at the time of application for services. The codes for this item are:

- 1 Married
- 2 Widowed
- 3 Divorced
- 4 Separated
- 5 Never Married

Persons in common law marriages should be coded 1 (married) and persons whose only marriage has been annulled should be coded 5 (never married).

10. Hispanic Origin: Record Position 29

Enter Code 1 for a person of Hispanic origin and Code 2 for a person who is not of Hispanic origin. A person is considered to be Hispanic if he or she is of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.

Report the race for persons of Hispanic Origin in RP 27.

11. Previous Closure: Record Position 30

Enter a one-digit code to indicate whether the individual was previously rehabilitated (Status 26) or not rehabilitated (Statuses 28 and 30) within 36 months of the most recent date of application. If more than one closure into Status 26, 28, or 30 occurred in this time span, code for the last closure only. The following three codes apply:

- 1 Not previously closed into any of Statuses 26, 28, or 30 within 36 months of last application date
- 2 Previously closed rehabilitated (Status 26)
- 3 Previously closed not rehabilitated (Statuses 28 and 30)

12. Source of Referral: Record Positions 31 - 32

Enter a two-digit code designating the agency, organization, institution, or person initially bringing the applicant to the attention of the State rehabilitation agency. Wherever possible and appropriate, record an agency, organization or institution rather than an individual as the source of referral. For example, if a State employment service employee refers a person to the State rehabilitation agency, the proper referral source would be the State employment service (Code 53) and not an individual. An effort should be made, also, to ascertain whether the coding for an applicant appearing to be self-referred might more properly be assigned to an agency, organization or institution. The following referral source codes apply:

(1-) Educational Institutions (public and private)

- 10 College or university (institution offering higher than secondary education, including junior college)
- 12 Vocational school (including business, trade, and other technical school)
- 14 Elementary or high school
- 16 School for persons with physical or mental disabilities
- 19 Other educational institution

(2-) Hospitals and Sanatoriums (public and private)

- 20 Mental hospital
- 22 Other chronic condition or specialized hospital or sanatorium
- 24 General hospital
- 29 Other hospital or clinic (except public health clinic, Code 38)

(3-) Health Organizations and Agencies

- 30 Community rehabilitation program (except community mental health center, Code 32)
- 32 Community mental health center
- 34 State crippled children's agency
- 38 Other public health department, organization, or agency (including public health nurse or clinic)
- 39 Other private health organization or agency

(4-) Welfare Agencies

- 40 Public welfare agency (State and local government)
- 44 Private welfare agency (including labor union welfare funds and civic or community welfare organization)

(5-) Public Organizations and Agencies (not specifically educational, health, or welfare)

- 50 Social Security Disability Determination Service
- 51 Social Security District Office
- 52 Workers' compensation agency (Federal and State)
- 53 State employment service
- 54 Selective service system
- 55 State vocational rehabilitation agency
- 56 Correctional institution, court, or officer (Federal, State and local)
- 59 Other public organization or agency (including public official not representing above organizations or agencies)

(6-) Private Organizations and Agencies (not specifically educational, health, or welfare)

- 60 Artificial appliance company
- 62 Employer
- 69 Other private organization or agency

(7-) Individuals

- 70 Self-referral*
- 72 Physician, not elsewhere classified
- 79 Other individual, not elsewhere classified

* **Check to see if an agency, organization or institution instead of "self-referral" can properly be coded as the source of referral.**

13. Highest Grade Completed: Record Positions 33 - 34

Enter a two-digit code denoting the highest grade of school completed at the time of application for services for persons educated under a regular educational system. Enter Code XX to represent "special education" in instances where the person was not educated under a regular educational system. "Special education" may apply to individuals of any disability group.

When the individual presents evidence of a level of educational attainment through a GED or an equivalency certification from the Armed Forces, a State Department of Education, or another accredited source which is higher than the level reached through regular schooling, record the higher grade for this item. Fill in the leading zero when it applies. An individual completing 8 grades, for example, should be coded 08, not (blank)8.

14. Type of Public Support Received at Any Time During the Rehabilitation Process: Record Positions 35 - 43

Enter a Code 0 or a Code 1 in each of the nine record positions of which this item is composed to indicate whether the individual received the type of public support in question at any point in the rehabilitation process (at application, at closure, or during the rehabilitation process). Use Code 0 to indicate that the person did not receive the particular type of public support, and Code 1 to indicate that he or she received a support payment from the source cited at some time during the rehabilitation process. One payment is sufficient to establish "receipt".

This item refers to cash payments made by Federal, State and local governments for a variety of reasons such as the individual's disability, age, poverty status, retirement and survivor status. Include, too, instances of payments to a family unit because of the individual's disability, or when the individual's presence is taken into account in the computation of the family benefit. An institutionalized person is also to be reported as a recipient of a given support category if payments are sent directly to him or her in the institution, or to dependents on the individual's behalf.

Exclude as public support for this item any non-cash support payments such as Medicaid, Medicare, food stamps and rental subsidies. If the individual did not receive any of the listed public support payments during the rehabilitation process, a zero would appear in each of the nine record positions. The types of public support are as follows:

RP 35 - Supplemental Security Income (SSI)-Aged
 RP 36 - Supplemental Security Income (SSI)-Blind
 RP 37 - Supplemental Security Income (SSI)-Disabled
 RP 38 - Aid to Families with Dependent Children (AFDC)
 RP 39 - General Assistance
 RP 40 - Social Security Disability Insurance (SSDI)
 RP 41 - Veterans' Disability Benefits
 RP 42 - Other Disability Benefits
 RP 43 - All Other Public Support Payments

General Assistance (RP 39) is a payment made by a State or local government and would include State supplements to the Federal SSI program.

Veterans' Disability Benefits (RP 41) are payments made by the Department of Veterans Affairs for partial or total disability.

Other Disability Benefits (RP 42) are cash payments to individuals by reason of disability other than those previously listed. Included would be disability payments by (a) Federal, State and local governments for public employee retirement on disability, (b) the Railroad Retirement Board, (c) Workers' compensation agencies and (d) the Social Security Administration under the Black Lung program.

All Other Public Support payments (RP 43) are cash payments to individuals, not listed elsewhere, for any reason other than disability. Included would be retirement and survivor payments made by Federal, State and local governments to the individual. Also included would be unemployment insurance benefits.

Special Crosschecks Between Type of Public Support and Primary Source of Support at Application and at Closure

1. General Assistance (RP 39) should be coded 1 if the individual's Primary Source of Support at Application (RP 61-62) or at Closure (RP 119-120) is reported as Code 04 (Public Assistance, Without Federal Funds-General Assistance Only).

2. Social Security Disability Insurance (RP 40) should be coded 1 if the individual's Primary Source of Support at Application (RP 61-62) or at Closure (RP 119-120) is reported as Code 07 (Social Security Disability Insurance).

15. Type of Institution at Application: Record Positions 44 - 45

Enter a two-digit code describing the type of institution in which the individual was residing on the date of application to the rehabilitation agency. The item covers group quarters or special living arrangements needed because of disability, health or corrections. A college or school dormitory would not be an institution for this item. Codes for this item are as follows:

00	Not in institution at application
01	Public mental hospital
02	Private mental hospital
03	Psychiatric inpatient unit of general hospital
04	Community mental health center - inpatient
05	Public institution for persons with mental retardation

- 06 Private institution for persons with mental retardation
- 07 Alcoholism treatment center
- 08 Drug abuse treatment center
- 09 School and other institution for persons who are blind
- 10 School and other institution for persons who are deaf
- 11 General hospital
- 12 Hospital or specialized facility for chronic illness
- 13 Institution for persons who are aged
- 14 Halfway house
- 15 Correctional institution-adult
- 16 Correctional institution-juvenile
- 17 Other institutions and special living arrangements including group homes and quarters, not elsewhere specified

16. Major Disabling Condition: Record Positions 46 - 48

Enter the three-digit code that best describes the client's major disabling condition. This is the physical or mental condition, impairment, or disease most responsible for the client's work limitation.

In the event that an applicant is not accepted for services before the existence of a disability is determined, or is found not to have a disability (closure into Status 08 from Status 02), the disability field may be left blank. This will technically be an "error" for editing purposes, but it is understood that information concerning disability is not always available or applicable.

All disability codes from 100 through 449 pertain to conditions which affect particular parts of the body and have specific causes. For these codes, the first two digits pertain to the disabling condition itself, and the last digit to the cause of the condition. Thus, if a client is missing at least one upper and one lower extremity (40-) due to an accident, injury, or poisoning (--9), the disability code would be 409. If a client's disabling condition resulted from two different causes, use the last cause in recording the third digit. For example, if a blind person with some light perception lost one eye in a childhood accident and the other to glaucoma later in life, the disability code would be 111 (Blindness, Both Eyes, Due to Glaucoma).

Codes from 500 through 699 pertain to disabling conditions where specific body sites may not be involved and/or etiology is not usually appropriate. Do not use these codes if the disabling condition is a visual, hearing, or orthopedic impairment, or an amputation (Codes 100-499). For example, if a diabetic condition has led to the amputation of both legs, the proper code would be 434 (Loss of One or Both Lower Extremities Due to Disease) rather than Code 614 (Diabetes). As often as appropriate in such instances, however, diabetes should be coded as the Secondary Disabling Condition (RP 49-51). Code 614 would be used as the Major Disabling Condition when the person's diabetes, itself, is the condition that contributes primarily toward the work limitation.

It may occasionally appear that either of two codes in the 600 through 699 series can be recorded as the Major Disabling Condition as, for example, when a benign neoplasm (609) leads to a cardiac condition (643). In this case, distinguish between the condition and its cause and enter the code (643-cardiac condition) that describes the limiting effect. A condition is more directly and immediately associated with the work limitation than is a cause.

Codes in the 700 series are to be used for individuals whose disability or disabilities have resulted from a traumatic brain injury (TBI). The clustering of codes for TBI is intended to emphasize that TBI is a

discrete disabling condition which, for coding purposes, takes "precedence" over other codes that equally describe the resulting disabling effect.

For example, a TBI leading to lower limb paralysis should be coded 728 (TBI Leading to Orthopedic Impairment Involving One or Both Lower Limbs) instead of Code 379 (Orthopedic Impairment Involving One or Both Lower Limbs Due to All Other Accidents, Injuries and Poisonings). Do not record Code 379 as the Secondary Disabling Condition (RP 49-51) because it indicates the same disability as does Code 728. Indeed, no codes from 360 to 379 should be recorded as the Secondary Disabling Condition because all of them describe the same disabling effect as does Code 728.

If the TBI denoted by Code 728 also led to epilepsy, use Code 738 (rather than Code 630) to denote the Secondary Disabling Condition (TBI Leading to Epilepsy).

Use Code 744 as seldom as possible (TBI Leading to All Other Disabling Conditions Singly or in Combination, Not Elsewhere Classified) because it conveys limited data and entails the maximum amount of loss in disability detail.

The use of Codes 290 to 298 to indicate that the individual is deaf-blind precludes the use of any visual codes (100-149) or hearing codes (231-289) for Major or Secondary Disabling Condition.

17. Secondary Disabling Condition: Record Positions 49 - 51

Enter the three-digit code that best describes the secondary disabling condition. This is the physical or mental condition, impairment or disease that contributes to, but is not the major basis of, the work disability. Enter Code 999 to indicate that the individual does not have a secondary disabling condition contributing to his or her limitation in employment.

Special Crosschecks Between Major and Secondary Disabling Conditions

- 1. The three-digit code reported for Secondary Disabling Condition should not equal the three-digit code reported for an individual's Major Disabling Condition.**
- 2. A traumatic brain injury code ranging from 700 to 742 precludes the use of another code in the 100 to 600 series as the Major or Secondary Disabling Condition that indicates the same disability.**
- 3. A deaf-blind code (290-298) precludes the use of a visual or hearing code (100-289) as the Major or Secondary Disabling Condition.**

(Agencies are encouraged to determine other combinations of major and secondary disabling conditions which are contradictory, e.g., moderate and mild mental retardation, deafness and hard of hearing, etc., and to rectify such inconsistencies).

CODES FOR MAJOR AND SECONDARY DISABLING CONDITION

Code	VISUAL IMPAIRMENTS*
	<u>Blindness, both eyes, no light perception, due to:</u>
100	cataract
101	glaucoma
102	all other diseases
106	congenital condition
107	accident, poisoning, exposure or injury
109	ill-defined, unspecified or unknown cause
	<u>Blindness, both eyes (with correction not more than 20/200 in better eye or limitation in field within 20 degrees, but not Codes 100 - 109), due to:</u>
110	cataract
111	glaucoma
112	all other diseases
116	congenital condition
117	accident, poisoning, exposure or injury
119	ill-defined, unspecified or unknown cause
	<u>Blindness, one eye, other eye defective (better eye with correction less than 20/60, but better than 20/200, or corresponding loss in visual field), due to:</u>
120	cataract
121	glaucoma
122	all other diseases
126	congenital condition
127	accident, poisoning, exposure or injury
129	ill-defined, unspecified or unknown cause
	<u>Blindness, one eye, other eye good, due to:</u>
130	cataract
131	glaucoma
132	all other diseases
136	congenital condition
137	accident, poisoning, exposure or injury
139	ill-defined, unspecified or unknown cause
	<u>Other visual impairments, due to:</u>
140	cataract
141	glaucoma
142	all other diseases
146	congenital condition
147	accident, poisoning, exposure or injury
149	ill-defined, unspecified or unknown cause
*	Use codes in the 700 series if traumatic brain injuries are involved.

Code	HEARING IMPAIRMENTS* (See definitions after code listing)
	<u>Deafness, pre-lingual, due to:</u>
231	congenital condition
233	degenerative or infectious disease
234	accident, injury or poisoning
239	ill-defined, unspecified or unknown cause
	<u>Deafness, pre-vocational, due to:</u>
241	(Do not use.)
243	degenerative or infectious disease
244	accident, injury or poisoning
249	ill-defined, unspecified or unknown cause
	<u>Deafness, post-vocational, due to:</u>
251	(Do not use.)
253	degenerative or infectious disease
254	accident, injury or poisoning
259	ill-defined, unspecified or unknown cause
	<u>Hard of hearing, pre-lingual, due to:</u>
261	congenital condition
263	degenerative or infectious disease
264	accident, injury or poisoning
269	ill-defined, unspecified or unknown cause
	<u>Hard of hearing, pre-vocational, due to:</u>
271	(Do not use.)
273	degenerative or infectious disease
274	accident, injury or poisoning
279	ill-defined, unspecified or unknown cause
	<u>Hard of hearing, post-vocational, due to:</u>
281	(Do not use.)
283	degenerative or infectious disease
284	accident, injury or poisoning
289	ill-defined, unspecified or unknown cause
	<u>DEAF-BLIND (See definition after code listing) Combined visual and hearing loss, as indicated:</u>
290	both congenital
292	both adventitious
294	visual loss congenital-hearing loss adventitious
296	hearing loss congenital-visual loss adventitious
298	ill-defined, unspecified or unknown cause
*	Use codes in the 700 series if traumatic brain injuries are involved.

Code	ORTHOPEDIC IMPAIRMENTS,* EXCEPT AMPUTATIONS
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Impairment involving three or more limbs or entire body, due to:

300	cerebral palsy
301	congenital condition or ill-defined birth injury
303	diseases unspecified in code listing
310	arthritis and rheumatism
312	intracranial hemorrhage, embolism, and thrombosis (stroke)
314	polio
315	muscular dystrophy
316	multiple sclerosis
317	Parkinson's disease
318	accidents and injuries involving the spinal cord
319	all other accidents, injuries and poisonings

Impairment involving one upper and one lower limb (including side), due to:

320	cerebral palsy
321	congenital condition or ill-defined birth injury
323	diseases unspecified in code listing
330	arthritis and rheumatism
332	intracranial hemorrhage, embolism, and thrombosis (stroke)
334	polio
335	muscular dystrophy
336	multiple sclerosis
337	Parkinson's disease
338	accidents and injuries involving the spinal cord
339	all other accidents, injuries and poisonings

Impairment involving one or both upper limbs including hands, fingers and thumbs), due to:

340	cerebral palsy
341	congenital condition or ill-defined birth injury
343	diseases unspecified in code listing
350	arthritis and rheumatism
352	intracranial hemorrhage, embolism, and thrombosis (stroke)
354	polio
355	muscular dystrophy
356	multiple sclerosis
357	Parkinson's disease
358	accidents and injuries involving the spinal cord
359	all other accidents, injuries and poisonings

* **Use codes in the 700 series if traumatic brain injuries are involved.**

**ORTHOPEDIC IMPAIRMENTS,*
EXCEPT AMPUTATIONS**

Code

Impairment involving one or both lower limbs (including feet and toes), due to:

360	cerebral palsy
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361	congenital condition or ill-defined birth injury
363	diseases unspecified in code listing
370	arthritis and rheumatism
372	intracranial hemorrhage, embolism, and thrombosis (stroke)
374	polio
375	muscular dystrophy
376	multiple sclerosis
377	Parkinson's disease
378	accidents and injuries involving the spinal code
379	all other accidents, injuries and poisonings

Other and ill-defined impairments (including trunk, back and spine), due to:

380	cerebral palsy
381	congenital condition or ill-defined birth injury
383	diseases unspecified in code listing
390	arthritis and rheumatism
392	intracranial hemorrhage, embolism, and thrombosis (stroke)
394	polio
395	muscular dystrophy
396	multiple sclerosis
397	Parkinson's disease
398	accidents and injuries involving the spinal cord
399	all other accidents, injuries and poisonings

ABSENCE OR AMPUTATION OF MAJOR AND MINOR MEMBERS

Loss of at least one upper and one lower major extremity (including hands, thumbs and feet), due to:

400	malignant neoplasm
402	congenital condition
404	diseases unspecified in code listing
409	accident, injury or poisoning

Loss of both major upper extremities (including hands or thumbs), due to:

410	malignant neoplasm
412	congenital condition
414	diseases unspecified in code listing
419	accident, injury or poisoning

* **Use codes in the 700 series if traumatic brain injuries are involved.**

ABSENCE OR AMPUTATION OF MAJOR AND MINOR MEMBERS

Code Loss of one major upper extremity (including hand or thumb), due to:

420	malignant neoplasm
422	congenital condition
424	diseases unspecified in code listing
429	accident, injury or poisoning

Loss of one or both major lower extremities (including feet), due to:

430 malignant neoplasm
 432 congenital condition
 434 diseases unspecified in code listing
 439 accident, injury or poisoning

Loss of other and unspecified parts (including fingers and toes, but excluding thumbs), due to:

440 malignant neoplasm
 442 congenital condition
 444 diseases unspecified in code listing
 449 accident, injury or poisoning

**DISABLING CONDITIONS (CODES 500 - 699) FOR WHICH
 ETIOLOGY IS UNKNOWN OR NOT APPROPRIATE***

Mental and emotional conditions:

500 psychotic disorders**
 510 neurotic disorders**

520 alcohol abuse or dependence**
 521 other drug abuse or dependence**

522 mental and emotional disorders, not elsewhere classified**

526 autism

530 mental retardation, mild
 532 mental retardation, moderate
 534 mental retardation, severe (including profound)

* **Use codes in the 700 series if traumatic brain injuries are involved.**

** **See additional information on these categories after code listing.**

Other conditions resulting from neoplasms, not elsewhere classified:

600 colostomies resulting from malignant neoplasms
 601 laryngectomies resulting from malignant neoplasms
 602 leukemia and aleukemia
 605 other malignant neoplasms
 609 benign and unspecified neoplasms

Allergic, endocrine system, metabolic and nutritional diseases:

610 asthma and hay fever
 611 other allergies
 614 diabetes mellitus
 615 other endocrine system disorders (except Code 616, cystic fibrosis)
 616 cystic fibrosis
 619 avitaminoses and other metabolic diseases

Diseases of the blood and blood-forming organs:

620	hemophilia
621	sickle cell anemia
629	other anemia and diseases of the blood and blood-forming organs (except Code 602, leukemia and aleukemia)
<u>Other specified disorders of the nervous system:</u>	
630	epilepsy
632	specific developmental disorders (learning disabilities)
639	other disorders of the nervous system, not elsewhere classified
<u>Cardiac and circulatory system conditions:</u>	
640	congenital heart disease
641	rheumatic fever and chronic rheumatic heart disease
642	arteriosclerotic and degenerative heart disease
643	other diseases or conditions of heart
644	hypertensive heart disease
645	other hypertensive disease
646	varicose veins and hemorrhoids
649	other conditions of circulatory system
<u>Respiratory system conditions:</u>	
650	tuberculosis of the respiratory system
651	emphysema
652	pneumoconiosis and asbestosis
653	bronchiectasis
654	chronic bronchitis and sinusitis
659	other conditions of respiratory system
<hr/>	
Code	Disabling Conditions (Continued)
<u>Digestive system conditions:</u>	
660	conditions of teeth and supporting structures
661	ulcer of stomach and duodenum
662	chronic enteritis and ulcerative colitis
663	hernia
664	colostomies (from other than malignant neoplasm)
669	other conditions of digestive system
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<u>Genitourinary system conditions:</u>	
670	genitourinary system conditions (except Code 671, end-stage renal failure)
671	end-stage renal failure
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<u>Speech impairments:</u>	
680	cleft palate (with or without cleft lip)
682	stammering and stuttering
684	laryngectomies (from other than malignant neoplasms)
685	aphasia resulting from intracranial hemorrhage, embolism, or thrombosis (stroke)
689	other speech impairments
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Other disabling diseases and conditions, not elsewhere classified (NEC):

690	diseases and conditions of the skin and cellular tissue
699	all other disabling diseases and conditions, (NEC)
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<u>TRAUMATIC BRAIN INJURY</u> , leading to:	
700	blindness, both eyes no light perception
702	blindness, both eyes, some light perception
704	blindness, one eye, other eye defective
706	blindness, one eye, other eye good
708	other visual impairments
710	deafness, pre-lingual
712	deafness, pre-vocational
714	deafness, post-vocational
716	hard of hearing, pre-lingual
718	hard of hearing, pre-vocational
720	hard of hearing, post-vocational
722	orthopedic impairment involving three or more limbs or entire body
724	orthopedic impairment involving one upper and one lower limb (including side)
726	orthopedic impairment involving one or both upper limbs (including hands, fingers and thumbs)
728	orthopedic impairment involving one or both lower limbs (including feet and toes)
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Code	Disabling Conditions (continued)
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<u>TRAUMATIC BRAIN INJURY</u> , leading to:	
730	other and ill-defined orthopedic impairments (including trunk, back and spine)
732	psychotic disorders
734	neurotic disorders
736	other mental and emotional disorders
738	epilepsy
740	specific developmental disorders (learning disabilities)
742	speech impairments
744	all other disabling conditions singly or in <u>combination, not elsewhere classified</u>
998	major disabling condition unknown
999	no secondary disabling condition
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Special Definitions/Instructions for Selected Major and Secondary Disabling Conditions

A. Definitions for Terms Used in Coding Hearing Impairments

1. Deafness - A hearing impairment of such severity that the individual must depend primarily upon visual communication such as writing, lip reading, manual communication, and gestures.
2. Hard of hearing - A hearing impairment resulting in a functional loss, but not to the extent that the individual must depend primarily upon visual communication.
3. Pre-lingual hearing impairment - An impairment that is known or is assumed to have occurred prior to the third birthday.
4. Pre-vocational hearing impairment - An impairment that is known or is assumed to have occurred on or after the third birthday, but prior to the 19th birthday.
5. Post-vocational hearing impairment - An impairment that is known or is assumed to have occurred on or after the 19th birthday.
6. Congenital condition - A hearing loss that is known or is assumed to have been present at birth. Examples would include, but not be limited to, maternal rubella and hemolytic disease of the newborn.
7. Degenerative or infectious disease - A cause of hearing loss that would include, but not be limited to, meningitis, scarlet fever and diphtheria. A condition present at birth which does not result in a hearing loss until later in life is, for reporting purposes, caused by "degenerative or infectious disease."
8. Accident, injury or poisoning - A traumatic cause of hearing loss, including noise-induced loss. This cause would encompass, but not be limited to, ototoxic agents.

B. Crosswalk Between RSA-911 Codes for Mental and Emotional Conditions and the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders (DSM-IV)*

Code 500 - Psychotic Disorders

DSM-IV Categories

1. Schizophrenia
2. Delusional disorders
3. Psychotic disorders, not elsewhere classified

Code 510 - Neurotic DisordersDSM-IV Categories

1. Anxiety disorders
2. Somatoform disorders
3. Dissociative disorders
4. Delirium, dementia, and amnestic and other cognitive disorders
5. Mood disorders including depressive and bipolar disorders

Code 520 - Alcohol Abuse or DependenceDSM-IV Categories

1. Substance-related disorders - abuse of and dependence on alcohol
2. Organic mental disorders, as induced by alcohol

Code 521 - Other Drug Abuse or DependenceDSM-IV Categories

1. Substance-related disorders - abuse of and dependence on drugs other than alcohol
2. Organic mental disorders, as induced by drugs other than alcohol

Code 522 - Other Mental and Emotional DisordersDSM-IV Categories

1. Personality disorders (DSM-IV Axis II category)
2. Attention deficit and disruptive behavior disorders of childhood or adolescence
3. Adjustment disorders
4. Sexual and gender identity disorders
5. Eating disorders
6. Sleep disorders
7. Factitious disorders
8. Impulse control disorders, not elsewhere classified
9. Other conditions that may be a focus of clinical attention

* **The crosswalk between RSA-911 codes and DSM-IV categories is suggestive rather than explicitly defining. The proper classification rests with the State agency using the diagnostic information found in an individual's case folder.**

C. Definition of Individual Who is Deaf-Blind

The term "individual who is deaf-blind" means any individual-

- (A) (i) who has a central visual acuity of 20/200 or less in the better eye with corrective lenses, or a field defect such that the peripheral diameter of visual field subtends an angular distance no greater than 20 degrees, or a progressive visual loss having a prognosis leading to one or both these conditions;

- (ii) who has a chronic hearing impairment so severe that most speech cannot be understood with optimum amplification, or a progressive hearing loss having a prognosis leading to this condition; and
 - (iii) for whom the combination of impairments described in clauses (i) and (ii) cause extreme difficulty in attaining independence in daily life activities, achieving psychosocial adjustment, or obtaining a vocation;
- (B) who despite the inability to be measured accurately for hearing and vision loss due to cognitive or behavioral constraints, or both, can be determined through functional and performance assessment to have severe hearing and visual disabilities that cause extreme difficulty in attaining independence in daily life activities, achieving psychosocial adjustment, or obtaining vocational objectives.

18. Work Status at Application: Record Position 52

Enter the one-digit code which best defines the work activity performed by the individual in the week prior to application for services. The nine work status codes are as follows:

- 1 Competitive employment
- 2 Extended employment (workshops)
- 3 Self-employment (except BEP)
- 4 State-agency-managed business enterprise (BEP)
- 5 Homemaker
- 6 Unpaid family worker
- 7 Not working: Student
- 8 Not working: Other
- 9 Not working: Trainee or worker in non-competitive employment

Any of the first six codes counts as "work" for purposes of vocational rehabilitation. Individuals not meeting the definitions for Codes 1 to 6 below would be classified as not working at the time of application for services.

This item seeks to ascertain whether a work activity took place in the week prior to application for services, and not the extent or level of such activity. Thus, homemakers who were able to do only some of their usual tasks around the house, factory workers who could work only part-time, and laborers who had to do lighter work than usual, all were working for purposes of the work status item.

In some instances, it may be possible to classify the individual into two different work statuses. When this overlap involves two of the first six codes (the codes signifying "work"), select the code more descriptive of the individual's work status prior to application. When an overlap of possible work statuses involves one among the "work" codes (Codes 1 to 6) and one among the "non-work" codes (Codes 7, 8 and 9), use the appropriate "work" code. For example, the correct code for a full-time student with a part-time job in a department store would be "Competitive employment" (Code 1) and not "Not working: Student" (Code 7).

Wage or salaried worker: (Codes 1 and 2) A wage or salaried worker is an individual who works during the week before application for services for wages, salary, commissions, tips, or piece-rates. Do not include as a wage or salaried worker any person working only for pay in-kind (Code 8), or in any of the following groups: work in his or her own business (Code 3); work in State-agency-managed-business enterprises (BEP) (Code 4); homemakers (Code 5); work for which there was no wage or salary on a family farm or in a family business (Code 6); volunteer work for the Red Cross, a church, a hospital or other nonprofit agencies, or unpaid work for a friend or relative (Code 8); or trainees or workers in the non-competitive labor market (Code 9).

1 Competitive employment

This refers to work for wages, salary, commissions, tips, or piece-rates, but does not include work in extended employment (workshops--Code 2) . Included would be wage-earners on farms, but not sharecroppers or self-employed farmers (Code 3).

2 Extended employment (workshops)

This refers to work for wages or salary in a setting conducted by a nonprofit organization for persons with disabilities unable to enter into or not ready for competitive employment. Such settings are variously referred to as rehabilitation, community, curative, sheltered, industrial, or occupational workshops.

Not everyone employed in an extended employment setting is necessarily a workshop worker. Code 2 relates solely to individuals who require a sheltered environment in order to perform their work. Those who do not need sheltered work conditions but who are, nonetheless, employed by the workshop (e.g., as office workers, janitors, etc.) should be coded as being competitively employed (Code 1).

Workers not wage or salaried: (Codes 3 - 6) Classify under Codes 3 through 6 those individuals who are gainfully occupied, but are not receiving a wage or salary.

3 Self-employment (except BEP)

This refers to work for profit or fees in one's own business, farm, shop, or office. Superintendents, managers and other executives hired to manage a business or farm, officers of corporations, and persons working for sales commissions should not be classified under this code, but under Code 1 (competitive employment). "Self-employment" includes sharecroppers, but not wage-earners on farms.

4 State-agency-managed business enterprises (BEP)

This refers to vending stands and other small businesses operated by persons with severe disabilities under the management and supervision of a State agency. It includes home industry, farming, and other enterprises. Home industry involves work performed under the management and supervision of a State agency in the client's own home or residence for wages or salary on a piece-rate, hourly, weekly, or monthly basis. Such employment may be engaged in by persons capable of activity outside the home, as well as by homebound persons.

5 Homemaker

This refers to men and women whose activity is keeping house for their families or for themselves, if they live alone.

6 Unpaid family worker

This refers to persons who work without pay on a family farm or in a family business.

Not working: (Codes 7 - 9) Classified here are students and other persons who cannot be included in the "working" categories.

7 Student

This refers to persons who were attending school in the week before application.

8 Other

This refers to persons not in any of the previous categories and not a trainee as defined below. Examples include (a) persons just out of school who have been unable to get jobs; (b) persons unable to retain or obtain work; (c) homemakers who could not perform their homemaking duties; (d) persons confined in institutions, including places providing specialized medical care, nursing homes, prisons, and jails; (e) persons receiving only pay in-kind (meals, lodgings, etc.); and (f) persons who perform volunteer work for which they were not paid. Do not include those attending school in a home or specialized school for children (Code 7).

9 Trainee or worker (non-competitive employment)

This refers to persons who, although they may have received stipends during the week before application for rehabilitation for work or services performed, were functioning essentially in a non-competitive environment. This code should be used mainly for persons participating in work experience, work training, or work adjustment programs. Use Code 2 for individuals in extended employment (workshops)

19. Earnings in the Week Before Application: Record Positions 53 - 55

Enter the amount of money (to the nearest dollar) earned in the week prior to the date of application for rehabilitation services. If the client had no earnings, enter Code 000. If the client had earnings of \$999 or more, use Code 999. Fill in leading zeroes when they apply. Record 055, for example, for clients earning \$55 in the in the week before application instead of (blank)55.

This item is intended to provide data on the cash earnings of the individual in the week before application regardless of the earnings record at any earlier time. Earnings for this purpose include total wages, salaries, tips, and commissions received as regular income before payroll deductions such as State and Federal income taxes, Social Security payroll tax, union dues, etc. Earnings also include profits from self-employment in a business or profession. Earnings for salespersons should be based on the adjusted gross income, derived by deducting business expenses from gross income. The earnings of persons with similarly deductible expenses (e.g., consultants) should be treated in the same manner. Business expenses should not include those expenses for which the client has been reimbursed. Do not include estimates of payments in-kind, such as meals and lodgings. Estimate profits of farmers, if necessary.

Special Crosscheck Between Earnings at Application and Work Status at Application

Earnings in the Week Before Application (RP 53-55) should range from 001 to 999 if the Work Status at Application (RP 52) is coded 1 (competitive employment) or 2 (extended employment (workshops)).

20. Hours Worked in the Week Before Application: Record Positions 56 - 57

Enter a two-digit code to indicate the number of hours worked by the client in the week before application for services for which the client was paid. Payment may have been in the form of wages, salaries, tips, commissions, profits from self-employment, adjusted gross income for salespersons, etc. Record a positive number of hours only when the individual has generated some amount of earnings. If the client worked 80

or more hours, enter Code 79. Fill in the leading zero when it applies. A person working six hours, for example, should be coded 06, not (blank)6.

Special Crosschecks Between Hours Worked at Application and Earnings at Application

1. Hours Worked at Application (RP 56-57) should be coded 00 if Earnings at Application (RP 53-55) is coded 000.

2. Hours Worked at Application (RP 56-57) should range from 01 to 79 if Earnings at Application (RP 53-55) is coded from 001 to 999. (Under no circumstances, however, should a code such as 01 be inserted in the hours field to signify that the hours worked was not known. This improper procedure leads to grossly inflated hourly wage rates. In general, agencies should perform hourly wage rate calculations for all clients, flag instances where these rates appear to be improbable, perhaps \$50 an hour or more, and correct the recorded figures for earnings or hours, or both earnings and hours.)

21. Monthly Public Assistance Amount at Application: Record Positions 58-60

Enter the monthly amount of money (to the nearest dollar) received by the individual in the form of public assistance payments at the time of application for rehabilitation services. If no public assistance payments were received, enter Code 000. If payments totaled \$999 or more, use Code 999.

For purposes of this item, public assistance refers solely to money payments made to the individual or to his or her dependents (except for nursing home care) under (a) the Federal program of Supplemental Security Income (SSI) for the aged, blind, and disabled; (b) the Federally-aided program of Aid to Families with Dependent Children (AFDC); (c) State and/or locally-financed General Assistance (GA); and (d) State supplements to SSI recipients. AFDC includes, if applicable, assistance provided under the unemployed father provisions of the program. General Assistance includes, if applicable, State assistance for persons who are aged, blind, and disabled.

This item relates to (a) cash public assistance payments made directly to the individual; (b) cash public assistance payments made to the family unit because of the disability of the individual; and (c) only the individual's portion of a cash public assistance payment if he or she is included in the computation of a payment to the family unit for a reason other than the individual's disability. The assistance agency's judgment should be accepted as to the amount of the individual's portion of the payment. If that agency provides no guidance, take the total monthly payment that is shared, and divide it by the total number of persons whom the assistance agency considers in computing the payment.

Payments made directly to the individual in an institution, or to his or her dependents, are included. An example of this is the payment to SSI recipients while they are in a hospital, extended care facility, nursing home, or intermediate care facility receiving payments under a State plan approved in accordance with Title XIX of the Social Security Act (Medicaid). However, payments of public assistance funds to a public or private institution (except for nursing home care) are excluded when the assistance agency incorporates them in a general computation of funds to be paid to the institution.

The item excludes medical assistance vendor payments to vendors for medical care and services, except vendor payments made for the client for nursing home care, which are included. Excluded also are surplus foods or other commodities supplied in any form other than cash; pensions not based on need such as pensions for blind persons in certain States; and payments made to the individual through any third party (employers or other government agencies) in the form of wages, work incentives, etc.

Most persons will receive money payments under just one type of public assistance. In the event that two or more types of assistance apply, add the amounts and record the sum in completing this item.

Special Crosscheck Between Monthly Public Assistance Amount at Application and Primary Source of Support at Application

Monthly Amount of Public Assistance at Application (RP 58-60) should be greater than 000 if the Primary Source of Support at Application (RP 61-62) is coded 03 (Public Assistance-Federal funds) or 04 (Public Assistance-No Federal funds).

Special Crosscheck Between Monthly Public Assistance Amount at Application and Type of Public Support During VR

A recorded Monthly Public Assistance Amount at Application (RP 58-60) greater than 000 must be associated with a Code 1 in at least one of the following record positions:

- RP 35 Supplemental Security Income (SSI)-Aged**
- RP 36 Supplemental Security Income (SSI)-Blind**
- RP 37 Supplemental Security Income (SSI)-Disabled**
- RP 38 Aid to Families with Dependent Children (AFDC)**
- RP 39 General Assistance (GA)**

These five types of support constitute Public Assistance for which dollar amounts are to be reported. Do not report dollar amounts for any other types of support.

22. Primary Source of Support at Application: Record Positions 61 -62

Enter a two-digit code from the list below to describe the individual's largest single source of public support at application. It is possible for the largest support source to account for less than one-half of the individual's total support. Fill in the leading zero when it applies. An individual primarily supported by family and friends, for example, should be coded 01, not (blank)1. The codes are as follows:

- 00 Client income (earnings, interest, dividends, rent)
- 01 Family and friends
- 02 Private relief agency
- 03 Public assistance, at least partly with Federal funds (i.e., SSI and AFDC)
- 04 Public assistance, without Federal funds (General Assistance only)
- 05 Public institution--tax supported
- 06 Workers' compensation
- 07 Social Security Disability Insurance
- 08 All other public sources
- 09 Annuity or other non-disability insurance benefits (private insurance)
- 10 All other sources of support

A possible source of error in coding primary source of support involves assigning the earnings of, or payments to, other household members as "client income". For example, if a person is supported by the earnings of a spouse or by the spouse's unemployment insurance checks, record Code 01 as the Primary Source of Support (family and friends) and not Code 00 (client income) or Code 08 (all other public sources).

Use Code 05 for institutionalized persons if public monies go directly to the institution. If, rather, support payments go directly to the institutionalized individual, use the appropriate source code (e.g., public assistance (Code 03 or 04)). If the individual is maintained in the institution primarily by the family, use Code 01 (family and friends).

23. Medical Insurance Coverage at Application: Record Position 63

Enter a one-digit code to indicate whether the individual has medical insurance coverage which includes a hospital plan at the time that he or she applies for rehabilitation services. This coverage need not be in the individual's name and may be obtained through any source such as a current employer, a former employer, a spouse, a union, a private company, Medicare, Medicaid, CHAMPUS or any other veterans or military plan.

The codes for this item are:

- 0 Does not have medical insurance coverage at application
- 1 Has medical insurance coverage at application

24. Availability of Medical Insurance Through Employment at Application: Record Position 64

Enter a one-digit code to indicate whether an individual working for wages or a salary at the time of application for services can enroll in (if not already enrolled in) a medical insurance plan, which includes hospitalization, that is made available through his or her place of employment.

The applicable codes are as follows:

- 0 Medical insurance plan not available through job
- 1 Medical insurance plan available through job
- 2 Not working for a salary or wages (i.e., individual is self-employed, a homemaker, an unpaid family worker or is not working including students and trainees)

For purposes of this item, the term "available" means that the working individual can enroll in a medical insurance plan containing a hospitalization provision through his or her place of employment, if desired. It is not necessary to determine (a) whether the individual has enrolled or will enroll in such a plan; (b) whether he or she has to pay for all, some or none of the premiums; and (c) how adequate the plan is for his or her needs. It is necessary to learn only that such an employment-based plan exists and that the individual working at application has the option of enrolling in it.

Some employers may have coverage available for some employees, but not others (e.g., full-time workers, but not part-time workers). In these instances, a person who is in a category of employment which is not covered when applying for rehabilitation services, will be considered as not having an option to enroll in a medical insurance plan through employment. Use Code 0 (medical insurance plan not available through job) in these instances.

Special Crosschecks Between Availability of Medical Insurance Through Employment at Application and Work Status at Application

1. **Availability of Medical Insurance Through Employment at Application (RP 64) should be coded 0 or 1 if the Work Status at Application (RP 52) is coded 1 or 2 (competitive employment and extended employment (workshops), respectively).**
2. **Availability of Medical Insurance Through Employment at Application (RP 64) should be coded 2 if the Work Status at Application (RP 52) is coded 3 to 9.**

25. Date of Eligibility for Services: Record Positions 65 - 70

Enter the month, day and year in which the individual was determined to be eligible for rehabilitation services and the case was placed into either Status 04 (Pre-Service Listing) or Status 10 (Development of the Individualized Written Rehabilitation Program). The first two digits of the six-digit field pertain to the month (e.g., January = 01), the next two digits to the day (e.g., the seventh = 07), and the last two digits to the year.

26. Previous Employment Status: Record Position 71

Enter a one-digit code to indicate whether the individual had ever worked for pay or profit on or prior to the most recent date of application. The following two codes apply:

- | | |
|---|------------------------|
| 0 | No previous employment |
| 1 | Previous employment |

Typically, the receipt of earned income from wages, salaries, tips, commissions, and self-employment in a profession or business on or prior to the latest date of application would establish previous employment for this data element.

Do not count as employment instances where the individual's earnings were sporadic or incidental and were produced, for example, by occasionally babysitting for a neighbor's child or running an errand. (If these activities were conducted with regularity, though, they would constitute employment.) Volunteer work, homemaking, and unpaid family work, no matter how regular or extensive, would not be considered employment for this item.

Special Crosscheck Between Previous Employment Status and Work Status at Application

Code 1 should appear for Previous Employment Status (RP 71) when the Work Status at Application (RP 52) is coded 1 to 4.

27. Year Last Employed: Record Positions 72 - 73

Enter a two-digit code to indicate the last two digits of the year in which the individual last worked for pay or profit. Since the year of last employment may have been a long time in the past, it may be estimated. The definition of "employment" for this item is the same as that described above for Previous Employment Status (RP 71). Leave RP 72-73 blank if the individual had never worked before as indicated by Code 0 for Previous Employment Status (RP 71).

28. Reserved: Record Positions 74 - 76**29. Cost of Case Services: Record Positions 77-81**

Enter a five-digit code indicating, to the nearest dollar, the total amount of money spent by the State rehabilitation agency in providing or arranging for services on behalf of the client. These expenditures are "life-of-the-case" costs and do not refer to any particular fiscal year.

For this item, the source of funding does not matter. All monies spent for services for the individual originating from Federal, State or other sources should be included if these monies were under the control of the State agency. Do not net out refunds received from third parties. Similarly, the type of vendor does not matter. Expenditures made by the State agency to any vendor, public or private, whether to an individual or to an organization, are to be included.

This item does not require a distinction to be made as to the type of case service provided or arranged for. Amounts spent by the State agency on behalf of the individual for assessment, training, medical services, maintenance, transportation, rehabilitation technology services, personal assistance, or any other rehabilitation services are to be included in the total. Exclude costs incurred for program administration and for salaries to counselors and other staff.

For this item to be of greatest utility, it is important that the reporting of case service costs be as inclusive as possible.

In the event that a case is closed without an expense having been incurred by the State agency, enter Code 00000. If the agency expended \$99,999 or more, enter Code 99999. Fill in leading zeros when they apply. A cost of \$768, for example, should be recorded as 00768 instead of (blank)(blank)768.

30. Occupation at Closure: Record Positions 82-87

Enter a six-digit code which indicates the type of occupation in which the client is employed at the time of rehabilitation closure. With five exceptions, explained below, the six-digit codes are obtained directly from the Dictionary of Occupational Titles (DOT) published by the U.S. Department of Labor. The code to be entered for this item is made up of the first six digits of the DOT code. Fill in leading zeros when they apply. Closure into an architectural occupation, for example, should be recorded as 001061 and not (blank)(blank)1061. (Agencies wishing to record only the first four digits may do so.)

For the following five employment situations, applicable to the rehabilitation program, special codes have been devised. These codes do not duplicate any six-digit codes in the DOT structure:

Code

599999 Homemaker (own home)

699999 Worker in extended employment (workshop) (Use only if regular DOT codes do not apply.)

799999 Unpaid family worker (Use only if regular DOT codes do not apply.)

899999 Vending stand clerk

999999 Vending stand operator

A brief description of each of the five special codes follows:

599999 Homemaker (own home)

This category refers to men and women whose activity is keeping house for their families or themselves, if they live alone.

699999 Worker in extended employment, not elsewhere classified

This category is used only if the type of work in an extended employment setting (workshop) cannot be classified according to any of the DOT occupations. Extended employment is work performed for wages or salary in a setting conducted by a non-profit organization for persons with disabilities unable to enter into or not ready for competitive employment.

799999 Unpaid family worker (own family), not elsewhere classified

This category is used 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 Vending stand clerk

This category should always be used for clients employed as clerks, sales persons, or helpers in a vending stand operated under the Vending Stand Program. This special code should be used even though these occupations are classifiable in the DOT. Not included within this code are vending stand operators, who should be coded 999999. Clients employed in vending stands outside the Vending Stand Program should be classified according to their DOT occupation.

999999 Vending stand operator

This category should always be used for clients employed as operators or managers of vending stands operated under the Vending Stand Program. This special code should be used even though these occupations are classifiable in the DOT. Not included within this code are vending standing clerks, who should be coded 899999. Clients employed as vending stand operators outside the Vending Stand Program should be classified according to their DOT occupation.

Special Crosscheck Between Occupation at Closure and Work Status at Closure

Occupation at Closure (RP 82-87) should be coded 599999 if the Work Status at Closure (RP 110) is coded 5 (homemaker).

31. Types of Services Provided: Record Positions 88-100

Enter a one-digit code in each of the record positions for this item to indicate whether the individual received the listed service at any time during the rehabilitation process. The service may have been provided directly or arranged for by the State rehabilitation agency. The source of payment for the service does not matter. The following codes apply:

- 0 Individual did not receive the specified service
- 1 Individual received the specified service

The types of services to be reported in RP 88-100 do not include any services that can be classified under Personal Assistance Services (RP 140) and Rehabilitation Technology Services (RP 141-143).

RP 88 Assessment

This complex of services is designed to enable the rehabilitation agency to determine the applicant's eligibility for vocational rehabilitation services, and/or to determine the nature and scope of services to be provided. Assessment involves diagnosis and evaluation and can be medical, psychological, social or vocational in scope.

RP 89 Restoration (Physical and Mental)

This category includes those medical and medically-related services which are necessary to correct or substantially modify a physical or mental condition. Examples of restoration services are surgery, therapy, treatment and hospitalization. Devices provided to improve or maintain the individual's ability to function would be recorded under Assistive Technology Devices (RP 142).

RP 90-94 Training

Training is a service designed to help the individual improve educationally or vocationally, or to adjust to the disabling effects of his or her medical impairment. Five broad types of training have been identified. If the individual receives more than one type of training, each type should be recorded.

RP 90 College/University Training

Included is all academic training on a level beyond secondary schooling. Persons attending full- or part-time or evening courses conducted by a university, college, junior college, or a college-level extension school would be recorded as receiving this training. Academic training in an elementary or high school is to be recorded under miscellaneous training (RP 94).

RP 91 Business and Vocational Training

This is non-collegiate post-secondary education. Included is training in (a) a business/commercial school or college and (b) a vocational/trade school. Training in the business/commercial school or college would prepare the individual for work in areas of office practice, typing, word processing, bookkeeping, accounting, data processing, etc. Training in the vocational/ trade school would typically prepare the person for occupations such as welding, woodworking, TV repair, electrical wiring, auto and aviation mechanics, drafting, cosmetology, barbering, etc. (Any school offering a baccalaureate degree in business or related fields should be included under college/university training (RP 90)).

RP 92 Adjustment Training

This is training which will help the individual adjust to a particular situation hindering his or her ability to work. Included would be work conditioning, developing work tolerance, mobility training, remedial training, literacy training, lip reading, braille, etc. Training in the use of Assistive Technology Devices would be recorded as Assistive Technology Services (RP 143).

RP 93 On-the-Job Training

This is training by a prospective employer in which the individual usually works for wages while learning the skills of a job. There should be an understanding that if the training is successful, the person will remain on the same or a similar job.

RP 94 Miscellaneous Training

This category is provided to allow classification of types of training that do not readily fit into the previous groupings. Included would be academic training on a secondary education level or lower as well as specialized schools for persons who are blind or deaf which are academic in nature.

RP 95 Counseling and Guidance-Substantial

Record Code 1 only when Counseling and Guidance services are provided to the individual to a substantial degree. This means that Counseling and Guidance services were of overriding importance in the totality of rehabilitation services delivered to the individual, as determined by a large amount of time and effort expended to provide such services.

RP 96 Job-Finding Services

A job-finding service is provided when enough information has been imparted to permit the individual to arrange for a job interview with a possible employer on his or her own. Such information, provided singly or in groups, would include instruction in how to read the want ads and other sources of employment opportunities, prepare job resumes, write cover letters, and prepare for job interviews. A job-finding service is also rendered when the State agency directly refers or arranges for the direct referral of the individual to a prospective employer.

Special Crosscheck Between Job-Finding Services and Job Placement

Code 1 must be used for Job-Finding Services (RP 96) if Code 1 is used to indicate the provision of Job Placement (RP 97). By definition, a person receiving a job placement service also received a job-finding service. (It is possible, of course, for an individual to have received a job-finding service, but not job placement.)

RP 97 Job Placement

A job placement service is rendered when the individual is referred to and is hired by an employer. This service may be provided by the State rehabilitation agency, the State employment service, or any other job-finding source such as a private employment agency. Exclude instances in which (a) the individual found his or her own job without training in job-finding skills that were provided or arranged for by the State agency, and (b) an employer at the time of application for rehabilitation services retained the individual in employment. A key feature of this service is that the individual became employed as a result of the job referral. However, the employment need not have been successful. Closures into homemaking and unpaid family work are not to be reported as job placement services. It is possible, however, that the homemaker or unpaid family worker was previously referred to and hired by an employer, but the employment did not succeed. In these instances, a placement service was rendered.

RP 98 Transportation

Transportation is any service provided or arranged for by the State agency to enable the individual to arrive at appointments for assessment, medical services, training, or any other rehabilitation service, as well as to permit the individual to get to work. Included would be the provision of vans, taxi cabs, private cars, etc., for the person as well as payments made to these carriers.

RP 99 Maintenance

Included under this category are services provided to cover the additional costs incurred by the individual while he or she is undergoing rehabilitation services.

RP 100 Other Services

This category allows classification of rehabilitation services that cannot be recorded elsewhere. Included are occupational tools and equipment, initial stocks and licenses, and services to family members for the benefit of the individual. Medical care for acute conditions arising during rehabilitation and constituting a hazard to the determination of rehabilitation potential or to the achievement of the vocational objective is also to be included in this category. Do not include reader and interpreter services here, but, rather, under Personal Assistance Services (RP 140).

32. Type of Facility or Agency Furnishing Services: Record Positions 101 - 109

Enter a one-digit code in each of the nine fields of this item to indicate the type of facility or agency which furnished one or more services to the individual during the rehabilitation process, and whether the facility or agency was a public or private organization.

If the facility or agency in question did not furnish any service to the individual, enter Code 0. If the source did, indeed, provide a rehabilitation service for the individual, enter any of Codes 1, 2 or 3, as appropriate.

These codes are:

- 1 Service(s) furnished-public source
- 2 Service(s) furnished-private source
- 3 Service(s) furnished-both public and private sources

Code 3 would be used when, for example, a client attended both public and private universities during the course of the rehabilitation process.

In instances of an employee of one organization providing services in another setting, code the organization to which the employee belongs, and ignore the setting. For example, if an employee of the State employment service provides job counseling in a private setting housing a community rehabilitation program, use Code 1 (service(s) furnished-public) in RP 107 (Other Public Organizations and Agencies) and not Code 2 (service(s) furnished-private) in RP 105 (Community Rehabilitation Program).

The categories chosen for this item follow the broad groupings of agencies, organizations and facilities used in coding Source of Referral (RP 31-32). In addition to the seven broad referral source groups, special attention has been paid to business/vocational schools (separated from educational institutions) and community rehabilitation programs (separated from health organizations and agencies). The content of

each of the broad groupings is the same as for Source of Referral, apart from the cited exceptions. The nine groupings of facilities or agencies furnishing services are as follows:

RP 101 Educational Institutions (except Business/Vocational Schools)

These include colleges, universities, junior colleges, elementary or high schools, and schools for persons with physical or mental disabilities.

RP 102 Business/Vocational Schools

These include business, commercial, vocational, technical or trade schools.

RP 103 Hospitals and Sanitariums

These include general hospitals, mental hospitals, and other chronic condition or specialized hospitals.

RP 104 Health Organization and Agencies (except Community Rehabilitation Programs)

These include community mental health centers, State crippled children's agencies and all other public and private health organizations and agencies.

RP 105 Community Rehabilitation Programs

These include programs providing services directly or facilitating the provision of services to individuals to help them overcome the disabling effects of their impairments and to maximize their opportunities for employment, including advancement.

RP 106 Welfare Agencies

These include State and local welfare agencies, labor unions, and civic and community welfare organizations.

RP 107 Other Public Organizations and Agencies (not specifically educational, health, or welfare)

These include sources such as the State employment service, Workers' compensation agencies, Social Security, correctional institutions, etc. Also included are State vocational rehabilitation agencies other than the one closing the case of the individual client. For example, an agency for the blind may close the case of a client who received some services from the general agency in the same State, or from a rehabilitation agency in another State. In both instances, use Code 1. Since this RP pertains only to public sources, legitimate codes would be confined to 0 (did not furnish service) and 1 (service(s) furnished - public).

RP 108 Other Private Organizations and Agencies (not specifically educational, health, or welfare)

These include employers, artificial appliance companies, and other private sources. Since this RP pertains only to private sources, legitimate codes would be confined to 0 (did not furnish service) and 2 (service(s) furnished - private).

RP 109 Individuals (Private)

These include physicians and other persons providing services who cannot be classified with an organization or agency. Since this RP pertains only to private sources, legitimate codes would be confined to 0 (did not furnish service) and 2 (service(s) furnished - private).

33. Work Status at Closure: Record Position 110

Enter the one-digit code which best defines the work activity performed by the individual in the week prior to rehabilitation closure. The six work status codes that apply are as follows:

- | | |
|---|---|
| 1 | Competitive employment |
| 2 | Extended employment (workshops) |
| 3 | Self-employment (except (BEP)) |
| 4 | State-agency-managed business enterprises (BEP) |
| 5 | Homemaker |
| 6 | Unpaid family worker |

In the event that it is possible to classify the individual into two different work statuses, select a code designating the principal work status.

Wage or salaried worker: (Codes 1 and 2) A wage or salaried worker is an individual who worked during the week before rehabilitation closure for wages, salary, commissions, tips, or piece-rates. Do not include as a wage or salaried worker any person working in his or her own business (Code 3); in State-agency-managed business enterprises (BEP) (Code 4); as a homemaker in one's own home (Code 5); or without a wage or salary on a family farm or in a family business (Code 6). Codes for salaried workers are:

1 Competitive employment

This refers to work for wages, salary, commissions, tips, or piece-rates, but does not include work in extended employment (workshops--Code 2). Included would be wage-earners on farms, but not sharecroppers or self-employed farmers (Code 3).

2 Extended employment (workshops)

This refers to work for wages or salary in a setting conducted by a nonprofit organization for persons with disabilities unable to enter into or not ready for competitive employment. Such settings are variously referred to as rehabilitation, community, curative, sheltered, industrial, or occupational workshops.

Not everyone employed in an extended employment setting is necessarily a workshop worker. Code 2 relates solely to individuals who require a sheltered environment in order to perform their work. Those who do not need sheltered work conditions but who are, nonetheless, employed by the workshop (e.g., as office workers, janitors, etc.) should be coded as being competitively employed (Code 1).

Workers not wage or salaried: (Codes 3 - 6) Classify under Codes 3 through 6 those individuals who are gainfully occupied, but are not receiving a wage or salary.

3 Self-employment (except BEP)

This refers to work for profit or fees in one's own business, farm, shop, or office. Superintendents, managers, and other executives hired to manage a business or farm, officers of corporations, and persons working for sales commissions should not be classified under this code, but under Code 1 (competitive employment). "Self-employment" includes sharecroppers, but not wage-earners on farms.

4 State-agency-managed business enterprises (BEP)

This refers to vending stands and other small businesses operated by persons with severe disabilities under the management and supervision of a State agency. It includes home industry, farming, and other enterprises. Home industry involves work performed under the management and supervision of a State agency in the client's own home or residence for wages or salary on a piece-rate, hourly, weekly, or monthly basis. Such employment may be engaged in by persons capable of activity outside the home, as well as by homebound persons.

5 Homemaker

This refers to men and women whose activity is keeping house for their families or for themselves, if they live alone. Code 5 must be used when the item on Occupation at Closure is coded 599999 (homemaker).

6 Unpaid family worker

This refers to persons who work without pay on a family farm or in a family business.

Special Crosscheck Between Work Status at Closure and Occupation at Closure

Work Status at Closure (RP 110) should be coded 5 if the Occupation at Closure (RP 82-87) is coded 599999 (homemaker).

34. Earnings in the Week Before Closure: Record Positions 111-113

Enter the amount of money (to the nearest dollar) earned in the week prior to the date of closure in Status 26 (rehabilitated). If the client had no earnings, enter Code 000. If the client had earnings of \$999 or more, use Code 999. Fill in leading zeros when they apply. Record 055, for example, for clients earning \$55 in the week before rehabilitation closure instead of (blank)55.

This item is intended to provide data on the cash earnings of the rehabilitated client in the week before closure regardless of the earnings record at any earlier time. Earnings for this purpose include total wages, salaries, tips, and commissions received as regular income before payroll deductions such as State and Federal income taxes, Social Security payroll tax, union dues, etc. Earnings also include profits from self-employment in a business or profession. Earnings for salespersons should be based on the adjusted gross income, derived by deducting business expenses from gross income. The earnings of persons with similarly deductible expenses (e.g., consultants) should be treated in the same manner. Business expenses should not include those expenses for which the client has been reimbursed. Do not include estimates of payments in-kind, such as meals and lodgings. Estimate profits of farmers, if necessary.

Special Crosscheck Between Earnings at Closure and Work Status at Closure

Earnings in the Week Before Closure (RP 111-113) should range from 001 to 999 if the Work Status at Closure (RP 110) is coded 1 (competitive employment) or 2 (extended employment (workshops)).

35. Hours Worked in the Week Before Closure: Record Positions 114 - 115

Enter a two-digit code to indicate the number of hours worked by the client in the week before rehabilitation closure for which the client was paid. Payment may have been in the form of wages, salaries, tips, commissions, profits from self-employment, adjusted gross income for salespersons, etc. Record a positive number of hours only when the individual has generated some amount of earnings. If the client worked 80 or more hours, enter Code 79. Fill in the leading zero when it applies. A person working six hours, for example, should be coded 06, not (blank)6.

Special Crosschecks Between Hours Worked at Closure and Earnings at Closure

1. Hours Worked at Closure (RP 114-115) should be coded 00 if Earnings at Closure (RP 111-113) is coded 000.

2. Hours Worked at Closure (RP 114-115) should range from 01 to 79 if Earnings at Closure (RP 111-113) is coded from 001 to 999. (Under no circumstances, however, should a code such as 01 be inserted in the hours field to signify that the item on hours worked was not known. This improper procedure leads to grossly inflated hourly wage rates. In general, agencies should perform hourly wage rate calculations for all clients, flag instances where these rates appear to be improbable, perhaps \$50 an hour or more, and correct the recorded figures for earnings or hours, or both earnings and hours.)

36. Monthly Public Assistance Amount at Closure: Record Positions 116 - 118

Enter the monthly amount of money (to the nearest dollar) received by the client in the form of public assistance payments at the time of closure from the rehabilitation process. If the client did not receive any public assistance payments, enter Code 000. If payments totaled \$999 or more, use Code 999.

For purposes of this item, public assistance refers solely to money payments made to the client or dependents of the client (except for nursing home care) under (a) the Federal program of Supplemental Security Income (SSI) for the aged, blind, and disabled; (b) the Federally-aided program of Aid to Families with Dependent Children (AFDC); (c) State and/or locally-financed General Assistance (GA); and (d) State supplements to SSI recipients. AFDC includes, if applicable, assistance provided under the unemployed father provisions of the program. General Assistance includes, if applicable, State assistance for the aged, blind, and disabled.

This item relates to (a) cash public assistance payments made directly to the client; (b) cash public assistance payments made to the client's family unit because of the disability of the client; and (c) only the client's portion of a cash public assistance payment if he or she is included in the assistance agency's computation of such a payment made to the family unit for some reason other than the client's disability. The assistance agency's judgment should be accepted as to the amount of the client's portion of the payment. If that agency provides no guidance, take the total monthly payment that is shared, and divide it by the total number of persons whom the assistance agency considers in computing the payment.

Payments made directly to a client in an institution, or to his or her dependents, are included. An example of this is the payment to SSI recipients while they are in a hospital, extended care facility, nursing home, or intermediary care facility receiving payments under a State plan approved in accordance with Title XIX of the Social Security Act (Medicaid). However, payments of public assistance funds to a public or private institution (except for nursing home care) are excluded when the assistance agency incorporates them in a general computation of funds to be paid the institution.

The item excludes medical assistance vendor payment to vendors for medical care and services, except vendor payments made for the client for nursing home care, which are included. Excluded also are surplus foods or other commodities supplies in any form other than cash; pensions not based on need such as pensions for the blind in certain States; and payments made to the individual through any third party (employers or other government agencies) in the form of wages, work incentives, etc.

Most clients will receive money payments under just one type of public assistance. In the event that two or more types of public assistance apply, add the amounts and record the sum in completing this item.

Special Crosscheck Between Monthly Public Assistance Amount at Closure and Primary Source of Support at Closure

Monthly Amount of Public Assistance at Closure (RP 116-118) should be greater than 000 if the Primary Source of Support at Closure (RP 119-120) is coded 03 (Public Assistance-Federal funds) or 04 (Public Assistance-No Federal funds).

Special Crosscheck Between Monthly Public Assistance Amount at Closure and Type of Public Support During VR

A recorded Monthly Public Assistance Amount at Closure (RP 116-118) greater than 000 must be associated with a Code 1 in at least one of the following record positions:

- RP 35 Supplemental Security Income (SSI)-Aged**
- RP 36 Supplemental Security Income (SSI)-Blind**
- RP 37 Supplemental Security Income (SSI)-Disabled**
- RP 38 Aid to Families with Dependent Children (AFDC)**
- RP 39 General Assistance (GA)**

These five types of support constitute Public Assistance for which dollar amounts are to be reported. Do not report dollar amounts for any other types of support.

37. Primary Source of Support at Closure: Record Positions 119-120

Enter a two-digit code from the list below to describe the individual's largest single source of economic support at rehabilitation closure. It is possible for the largest support source to account for less than one-half of the individual's total support. Fill in the leading zero when it applies. An individual primarily supported by family and friends, for example, should be coded 01, not (blank)1. The codes are as follows:

- 00 Client income (earnings, interest, dividends, rent)
- 01 Family and friends
- 02 Private relief agency
- 03 Public assistance, at least partly with Federal funds (i.e., SSI and AFDC)
- 04 Public assistance, without Federal funds (General Assistance only)

- 05 Public institution--tax supported
- 06 Workers' compensation
- 07 Social Security Disability Insurance
- 08 All other public sources
- 09 Annuity or other non-disability insurance benefits (private insurance)
- 10 All other sources of support

A possible source of error in coding primary source of support involves assigning the earnings of, or payments to, other household members as "client income". For example, if a client is supported by the earnings of a spouse or by the spouse's unemployment insurance checks, record Code 01 as the Primary Source of Support (family and friends) and not Code 00 (client income) or Code 08 (all other public sources).

Use Code 05 for institutionalized clients if public monies go directly to the institution. If, rather, support payments go directly to the institutionalized client, use the appropriate source code (e.g., public assistance (Code 03 or 04)). If the client is maintained in the institution primarily by the family, use Code 01 (family and friends).

38. Type of Closure: Record Position 121

Enter a one-digit code from the following list to designate the point in the vocational rehabilitation process at which the individual's case was closed out:

- 1 Closed, not accepted for VR services, from the applicant status (Status 08 from Status 02)
- 2 Closed, not accepted for VR services, from extended evaluation (Status 08 from Status 06)
- 3 Closed rehabilitated (Status 26)
- 4 Closed, not rehabilitated, after individualized written rehabilitation program initiated (Status 28)
- 5 Closed, not rehabilitated, before individualized written rehabilitation program initiated (Status 30)
- 6 Closed from the pre-service listing (Status 38 from Status 04)

For closure Codes 1, 2, 4, 5, and 6, a two-digit code for Reason for Closure should be entered in RP 122-123. For closure Code 3, there should be no entry in RP 122-123.

39. Reason for Closure: Record Positions 122 - 123

Enter a two-digit code that broadly explains why the individual was not accepted for vocational rehabilitation services (Status 08 from either Status 02 or Status 06), was closed from the pre-service waiting list (Status 38 from Status 04), or could not be rehabilitated (closure in Status 28 or 30). Fill in the leading zero when it applies. If, for example, the case of an applicant is closed because he or she could not be located, or had moved, use Code 01 and not (blank)1.

All of the designated codes below apply to applicants not accepted for vocational rehabilitation (closures into Status 08). For closures into Statuses 28, 30, and 38, however, use only Codes 1 to 7, 10 and 12. The codes for reasons for closure are as follows:

01 Unable to locate or contact; or moved

This code is used when the individual has moved without leaving a forwarding address or has otherwise disappeared. It is also used when the individual leaves the State and gives little or no evidence of returning in the foreseeable future.

02 **Disability too severe or unfavorable medical prognosis**

This code is used to identify an individual whose mental or physical disability is so severely limiting that there is little chance the individual can be vocationally rehabilitated. Include, also, individuals with disorders that are expected to progress to such a severely limiting degree in a fairly short period of time that rehabilitation services will be of little or no help.

03 **Refused services or further services**

This code is used when the individual declines to accept, participate in, or use vocational rehabilitation services.

04 **Death****05** **Client institutionalized**

This code is used when an individual has entered an institution and will be unavailable to receive rehabilitation services for an indefinite or considerable period of time, and continuance of an open case would not be beneficial to the person. For this item, an institution would include hospitals, nursing homes, prisons and jails, treatment centers, etc.

06 **Transferred to another agency**

This code is used when services needed by the individual are more appropriately provided elsewhere. Transfer to the other agency should be accompanied by referral information that can assist the other agency to serve the individual. This code includes a transfer of an individual from one vocational rehabilitation agency in a State to another.

07 **Failure to cooperate**

This code is used when the individual's actions (or non-actions) convince the counselor that it is not possible to begin or continue appropriate rehabilitation services. Non-cooperation would include repeated failures to keep appointments for assessment, counseling, or other services.

08 **No disabling condition**

This code applies only to applicants not accepted for rehabilitation services (Status 08 from Status 02 and Status 08 from Status 06). The use of this code means that no physical or mental impairment is present. This code may be used when only an acute (as opposed to chronic) condition is observed, e.g., a broken bone. The code may also be used in instances when a chronic condition appears to have no, or inconsequential, effects in a medical sense.

09 **No impediment to employment**

This code applies only to applicants not accepted for rehabilitation services (Status 08 from Status 02 and Status 08 from Status 06). The use of this code would generally mean that a physical or mental impairment is present, but does not constitute a substantial barrier to employment. The individual may be employed on a regular basis, for example, in a position more or less in keeping

with his or her abilities. Or, the individual is unemployed, but his or her physical or mental impairment is so minor that it is not the reason for the unemployment.

10 Transportation not feasible or available

This code is used to indicate that the provision of suitable transportation for the acceptance or maintenance of employment was either not feasible or not available.

11 DO NOT USE

12 All other reasons

This code is used to cover reasons not encompassed by Codes 01 to 10 above. It is much preferred, however, to use Codes 01 to 10, if at all possible, instead of Code 12.

40. Date of Closure: Record Positions 124 - 129

Enter the month, day and year in which the client's case was closed from the vocational rehabilitation process, regardless of the type of closure. The first two digits of the six-digit field pertain to the month (e.g., January = 01), the next two to the day (e.g., the seventh = 07), and the last two digits to the year.

41. Supported Employment Status: Record Position 130

Enter a one-digit code to indicate (a) whether the client's case was classified as supported employment and, if so, (b) whether he or she received services paid for with funds appropriated under Title VI-C of the Rehabilitation Act. The following three codes apply:

- 0 Not a supported employment case
- 1 Supported employment case: some Title VI-C funds expended
- 2 Supported employment case: no Title VI-C funds expended

Use Code 1 or 2, as applicable, if, at any time during the rehabilitation process, supported employment is established as a goal for the client in his or her Individualized Written Rehabilitation Program. Use Code 1 when any amount of money is spent on behalf of the client from funds allocated under Title VI-C of the Rehabilitation Act. Use Code 2 when no Title VI-C money is used in providing services for the client.

42. Supported Employment Outcome: Record Position 131

Enter a one-digit code to indicate whether rehabilitated supported employment cases met the special criteria of success sought for in such cases.

The three codes for this item apply only to persons (a) whose cases were classified as supported employment cases in the item on Supported Employment Status through the use of Code 1 or Code 2 in RP 130 item and who were (b) rehabilitated (Status 26).

The applicable codes are as follows:

- 1 **Supported employment case rehabilitated into competitive employment-special outcome criteria met** -- Use this code when the rehabilitated person meets all of the following four criteria:

- (a) Identification as a supported employment case as indicated by Code 1 or Code 2 in RP 130;
 - (b) Placement into the competitive labor market as indicated by Code 1 in RP 110;
 - (c) Placement into an integrated work setting; and
 - (d) Receipt of ongoing support services at closure.
- 2 **Supported employment case rehabilitated into competitive employment-special outcome criteria not met** -- Use this code when criteria (a) and (b) for Code 1 immediately above are met, but one or both of criteria (c) and (d) are not met. Two examples of situations for which Code 2 would apply for rehabilitated supported employment cases placed into the competitive labor market are as follows:
- (a) individual receives ongoing support services at closure, but is not employed in an integrated work setting; or
 - (b) individual is in an integrated work setting, but does not need ongoing support services at closure.
- 3 **Supported employment case rehabilitated, but not into competitive employment** -- Use this code when the rehabilitated individual identified as a supported employment case is placed into a work status other than the competitive labor market such as homemaking, unpaid family work, extended employment (workshops), and self-employment as indicated by Codes 2, 3, 4, 5 and 6 in RP 110.
- (Definitions for the terms "integrated work setting" and "ongoing support services" are found in the applicable program regulations.)

Special Crosschecks Between Supported Employment Outcome, Supported Employment Status and Work Status at Closure

1. **Supported Employment Outcome (RP 131) should be coded 1 or 2 if Supported Employment Status (RP 130) is coded 1 or 2 and Work Status at Closure is coded 1 (competitive employment).**
2. **Supported Employment Outcome (RP 131) should be coded 3 if Supported Employment Status (RP 130) is coded 1 or 2 and Work Status at Closure is coded 2 through 6 (other than competitive employment).**

43. **Medical Insurance Coverage at Closure: Record Position 132**

Enter a one-digit code to indicate whether the client has medical insurance coverage which includes a hospital plan at the time of rehabilitation closure. This coverage need not be in the client's name and may be obtained through any source such as a current employer, a former employer, a spouse, a union, a private company, Medicare, Medicaid, CHAMPUS or any other veterans or military plan.

The codes for this item are:

- 0 Does not have medical insurance coverage at closure
- 1 Has medical insurance coverage at closure

44. Availability of Medical Insurance Through Employment at Closure: Record Position 133

Enter a one-digit code to indicate whether a client who is working for wages or a salary at the time of rehabilitation closure can enroll in a medical insurance plan, which includes hospitalization, that is made available through the client's place of employment.

The applicable codes are as follows:

- 0 Medical insurance plan not available through client's job
- 1 Medical insurance plan available through client's job
- 2 Client not working for a salary or wages (i.e., client is self-employed, a homemaker or an unpaid family worker)

For purposes of this item, the term "available" means that the working client can enroll in a medical insurance plan containing a hospitalization provision through his or her place of employment if he or she wishes to do so. It is not necessary to determine (a) whether the client has enrolled or will enroll in such a plan; (b) whether the client has to pay for all, some or none of the premiums; and (c) how adequate the plan is for the client's needs. It is necessary to learn only that such an employment-based plan exists and that the client working at closure has the option of enrolling in it.

Some employers may have coverage available for some employees, but not others (e.g., full-time workers, but not part-time workers). In these instances, a person who is in a category of employment which is not covered when rehabilitated will be considered as not having an option to enroll in a medical insurance plan through employment. Use Code 0 (medical insurance plan not available through client's job).

Special Crosschecks Between Availability of Medical Insurance Through Employment at Closure and Work Status at Closure

1. **Availability of Medical Insurance Through Employment at Closure (RP 133) should be coded 0 or 1 if the Work Status at Closure (RP 110) is coded 1 or 2 (competitive employment and extended employment (workshops), respectively).**
2. **Availability of Medical Insurance Through Employment at Closure (RP 133) should be coded 2 if the Work Status at Closure (RP 110) is coded 3 to 6.**

45. Veteran Status: Record Position 134

Enter Code 1 if the client had served in the active military, naval or air service, and was discharged or released under conditions other than dishonorable. Otherwise, enter Code 0.

Special Crosscheck between Veteran Status and Type of Public Support During VR

Veteran Status (RP 134) should be coded 1 if the Type of Public Support is Code 1 in RP 41 (Veterans Disability Benefits).

46. Severe Disability: Record Position 135

Enter a one-digit code to indicate whether the individual had a severe disability at any time while he or she was in the vocational rehabilitation process. The codes for this item are:

status, or make it possible for the person to work or become more productive. These devices include 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 functional capabilities of individuals with disabilities.

RP 143 - Assistive Technology Services

These are services that directly assist an individual in the selection, acquisition, or use of an assistive technology device. Such services include:

- (a) the evaluation of the needs of individuals, including a functional evaluation of the individual in his or her customary environment;
- (b) purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices;
- (c) selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing of assistive technology devices;
- (d) coordinating and using other therapies and interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
- (e) training or technical assistance for the client or, where appropriate, the client's family.

Special Crosscheck Between Assistive Technology Devices and Assistive Technology Services

Code 1 must be used for Assistive Technology Services (RP 142) if Code 1 is used for Assistive Technology Devices (RP 141).

52. Reserved: Record Positions 144 - 150

- 0 Not Severely Disabled
- 1 Severely Disabled

A person with a severe disability is one:

(i) who has a severe physical or mental impairment which 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;

(ii) whose vocational rehabilitation can be expected to require multiple vocational rehabilitation services over an extended period of time; and

(iii) who has one or more physical or mental disabilities or combination of disabilities determined on the basis of an assessment for determining eligibility and vocational rehabilitation needs to cause comparable substantial functional limitation.

47. Reserved: Record Positions 136 - 137

48. Migratory Agricultural Worker: Record Position 138

Enter Code 1 if the individual was enrolled in a migratory agricultural workers project under Section 312 of the Rehabilitation Act of 1973, as amended, while he or she was in the rehabilitation process.

49. Projects-With-Industry: Record Position 139

Enter Code 1 if the individual was enrolled in one of the projects-with-industry established under Section 621 of the Rehabilitation Act of 1973, as amended, while he or she was in the rehabilitation process.

50. Personal Assistance Services: Record Position 140

Enter a one-digit code to indicate whether the individual received personal assistance services at any time during the rehabilitation process and, if so, whether this was a reader for a visually impaired person, an interpreter for a hearing impaired or deaf-blind person, or an attendant for any disabled person.

The following codes apply:

- 0 Individual did not receive a personal assistance service
- 1 Visually impaired person received the assistance of a reader
- 2 Hearing impaired or deaf-blind person received the assistance of an interpreter
- 3 Individual received assistance from one or more personal attendants exclusive of readers and interpreters
- 4 All other personal assistance services

Personal assistance services mean 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 if the individual did not have a disability. Such services shall be designed to increase the individual's control in life and ability to perform everyday activities on or off the job.

Use Code 1 (reader) if the visually impaired individual also received another personal assistance service.
Use Code 2 (interpreter) if the hearing impaired or deaf-blind individual also received another personal assistance service.

Apply Code 3 if (a) a visually impaired person had an attendant, but not a reader, or (b) a hearing impaired person or deaf-blind person had an attendant but not an interpreter.

Apply Code 4 in all other instances when personal assistance was provided, but not by a reader, interpreter, or an attendant.

Special Crosschecks Between Personal Assistance Services and Major and Secondary Disabling Condition

1. **When Code 1 (reader assistance) is used for Personal Assistance Services (RP 140), either the Major or Secondary Disabling Condition (RP 46-48 and RP 49-51, respectively) should indicate a visual impairment (Codes 100-149).**
2. **When Code 2 (interpreter assistance) is used for Personal Assistance Services (RP 140), either the Major or Secondary Disabling Condition (RP 46-48 and RP 49-51, respectively) should indicate a hearing impairment (Codes 231-289) or a deaf-blind disability (Codes 290-298).**

51. Rehabilitation Technology Services Provided: Record Positions 141 - 143

Enter a one-digit code in each of the record positions for this item to indicate whether the individual received the listed service at any time during the rehabilitation process. The service may have been provided directly or arranged for by the State rehabilitation agency. The source of payment for the service does not matter. The following codes apply:

- | | |
|---|--|
| 0 | Individual did not receive the specified service |
| 1 | Individual received the specified service |

Rehabilitation Technology Services represent 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 which include education, rehabilitation, employment, transportation, independent living, and recreation. The term includes rehabilitation engineering, assistive technology devices, and assistive technology services.

RP 141 - Rehabilitation Engineering

Rehabilitation engineering is a complex of services entailing an original design or concept intended to help the individual maintain or enhance his or her ability to function personally, socially, and/or vocationally. The original design or concept encompasses not only devices, equipment, and aids, but also modifications to the environment, work site, and in transportation on behalf of the individual. To count as Rehabilitation Engineering, the service must be innovative and not an adaptation of an existing mode of accommodation. Typically, the involvement of a rehabilitation technology specialist would be required.

RP 142 - Assistive Technology Devices

These are devices that enable the individual to receive rehabilitation services, improve his or her personal

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Edit Specifications

CASE SERVICE REPORT

(RSA-911)

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Case Service Report (RSA-911)

Edit Specifications

(One-Card Image)

General Instructions

This section provides detailed edit and relational edit specifications for reporting RSA-911 data in a one-card, 150-character record image layout.

Reported records pertain to all cases closed from State agency caseloads 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 cases reported **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 2 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 1 in position 13 (Multiple Closure Code). Use Code 2 for a third closure and Code 3 for a fourth closure.

Case Service Records **MUST** include Type of Closure within the valid range of 1 through 6; otherwise, records will be rejected in their entirety. Counts of each code 1 through 6 must equal counts derived from the 4th Quarter of the Quarterly Cumulative Caseload Report (Form RSA-113). Agencies may 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 MMDDYY, where MM is Month, DD is Day and YY is Year.

Unless otherwise noted, all fields will be alphanumeric fields with no embedded blanks or 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. If the Highest Grade Completed, for example, is 8 grades, record 08 and not (blank)8.

Relational Edits are indicated in boldfaced type, as shown here.

Case Service Report (RSA-911)**Edit Specifications****(One-Card Image)****Instructions for Preparation of Floppy Diskette or CD-ROM**

1. Sending in RSA-911 data on floppy diskettes or CD-ROM is preferred to magnetic tape submissions.
2. The floppy diskette or CD-ROM will, preferably, be in a flat file in the ASCII code set. A dBase III Plus or dBase IV format is also acceptable, but should be so specified on the external label.
3. Floppies may be recorded at high (preferable) or low densities on 3.5 inch or 5.25 inch diskettes.
4. Each record must be 150 characters in length.
5. The diskette or CD-ROM will have an external label identifying the contents as "RSA-911 Data for FY ___." The name of the submitting agency should also be included.

Case Service Report (RSA-911)

Edit Specifications

(One-Card Image)

Instructions for Preparation of Magnetic Tape

1. In the event the State agency wishes to submit RSA-911 data on magnetic tape, the following specifications are preferred:
 - a. 9 Track Reels (NOT Cartridges)
 - b. 6250 BPI
 - c. Odd Parity
 - d. EBCDIC Code Set
 - e. Standard IBM Labels which include:
 - (1) Header Label: an identifying record will be written at the beginning of each reel, followed by a tapemark. The contents of this record will be determined by each agency.
 - (2) Data Record: the data records will follow the header. The record length must be 150 characters.
 - (3) Trailer Label: this record will follow the data records, and will be preceded and followed by a tapemark. The contents of this record will be determined by each agency.
2. The following alternative specifications may be used if the file cannot be produced as outlined above:
 - a. 800 or 1600 BPI
 - b. Unlabeled
3. The tape reel will specify the contents as 'RSA-911 Data for Fiscal Year ____'. Also specify the name of the agency submitting the data, the block size, the number of records, and exceptions, if any, to the specifications in paragraph 1. above.

Case Service Report (RSA-911)

Edit Specifications

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
1. Record Identifier	1	Must equal *".	1 thru 6
2. Agency Code	2-3	Must match Agency Code Table as outlined in reporting instructions.	1 thru 6
3. Social Security Number	4-12	a. Must be numeric. b. 1 st character must not equal 8 or 9. c. If type of closure is 1, 1st character may be numeric or alpha, but 2nd thru last characters must be numeric.	1 thru 6
4. Multiple Closure Code	13	Must range 0 - 3.	1 thru 6
5. Date of Application	14-19	Format MMDDYY	1 thru 6
Month	14-15	Must range 01 - 12.	
Day	16-17	Must range 01 - 31.	
Year	18-19	Must range from fiscal year of closure up to 12 years prior to fiscal year of closure.	
6. Date of Birth	20-25	Format MMDDYY	1 thru 6
Month	20-21	Must range 01 - 12.	
Day	22-23	Must range 01 - 31.	
Year	24-25	Must range from year of application minus 94 thru year of application minus 11.	
7. Sex	26	Must equal 1 or 2.	1 thru 6
8. Race	27	Must range 1 - 4.	1 thru 6
9. Marital Status	28	Must range 1 - 5.	1 thru 6
10. Hispanic Origin	29	Must equal 1 or 2.	1 thru 6
11. Previous Closure	30	Must range 1 - 3.	1 thru 6
12. Referral Source	31-32	Must match one of the following valid codes: 10, 12, 14, 16, 19, 20, 22, 24, 29, 30, 32, 34, 38-40, 44, 50-56, 59, 60, 62, 69, 70, 72, 79.	1 thru 6
13. Highest Grade Completed	33-34	Must range 00 - 21, or equal XX.	1 thru 6
14. Type of Public Support During VR	35-43		3 thru 6

SSI-Aged	35	Must equal 0 or 1.	
SSI-Blind	36	Must equal 0 or 1.	
SSI-Disabled	37	Must equal 0 or 1.	
AFDC	38	Must equal 0 or 1.	3 thru 6
General Assistance	39	a. Must equal 0 or 1. b. Must equal 1, if Primary Source of Support at Application or Primary Source of Support at Closure equals 04.	
SSDI	40	a. Must equal 0 or 1. b. Must equal 1, if Primary Source of Support at Application or Primary Source of Support at Closure equals 07.	
Veteran Disability	41	a. Must equal 0 or 1. b. If code equals 1, Veteran status Code MUST be 1.	
Other Disability	42	a. Must equal 0 or 1.	
Other Public Support	43	b. If code equals 1, Veteran status Code MUST be 1. Must equal 0 or 1. Must equal 0 or 1.	
15. Type of Institution	44-45	Must range 11 thru 17.	3 thru 6
16. Major Disabling Condition	46-48	a. Must match code in Disabling Condition Table as outlined in Reporting Instructions. b. Must NOT equal 999. c. MUST NOT be equal to 100 - 289, if Secondary Disabling Condition equals 290 - 298.	1 thru 6
17. Secondary Disabling Condition	49-51	a. If present, must match code in Disabling Condition Table as outlined in Reporting Instructions. b. Enter 999 is no Secondary Disabling Condition exists. c. MUST NOT be equal to Major Disabling Condition. d. MUST NOT be equal to 100 - 289,if Major Disabling	1 thru 6

Condition equals 100 -289.			
18. Work Status at Application	52	Must range 1 thru 9.	3 thru 6
19. Weekly Earnings at Application	53-55	a. Must be numeric. b. Must NOT be negative. c. MUST be greater than 000, if Work Status at Application equals 1 or 2.	3 thru 6
20. Hours Worked at Application	56-57	a. MUST range 01 thru 79, if Weekly Earnings at Application is greater than 000. b. MUST be 00, is Weekly Earnings at Application is 000.	3 thru 6
-- Earnings/Hours Comparison	53-57	Calculate hourly wage rate; flag if \$50 per hour or more and correct earnings and/or hours, as needed.*	
21. Monthly Amount of Public Assistance at Application	58-60	a. Must be numeric. b. Must NOT be negative. c. NUST be greater than 000, if Primary Source of Support at Application equals 03 or 04.	3 thru 6
22. Primary Source of Support at Application	61-62	a. Must range 00 thru 10. b. If code is 04, then General Assistance (position 39) MUST equal 1. c. If code is 07, then SSDI (position 40) MUST equal 1.	3 thru 6
23. Medical Insurance Coverage at Application	63	Must equal 0 or 1.	3 thru 6
24. Medical Insurance Available Through Job at Application	64	a. Must range 0 thru 2. b. MUST equal 0 or 1, if Work Status at Application equals 1 or 2. c. MUST equal 2, if Work Status at Application equals 3 thru 9.	3 thru 6
25. Date of Eligibility	65-70	Format MMDDYY	3 thru 6
Month	65-66	Must range 01-12.	
Day	67-68	Must range 01-31.	
Year	69-70	Must range from fiscal year of closure up to 12 years prior to fiscal year of closure.	

* **Agencies are encouraged to set criteria for flagging below \$50 per hour.**

ELEMENT NAME	RECORD POSITON	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
26. Previous Employment Status	71	a. Must equal 0 or 1. b. MUST equal 1 if Work Status at Application equals 1 thru 4.	3 thru 6
27. Year Las Employed	72-73	Format YY if Previous Employment Status equals 1. Otherwise leave blank.	3 thru 6
28. RESERVED	74-76		
29. Cost of Case Services	77-81	a. If reported, MUST be numeric and may not be negative. b. If unknown, <u>MUST</u> be blank.	1 thru 6
30. Occupation at Closure	82-83	MUST equal 5999** if Work Status at Closure equals 5. CANNOT equal 5999** is Work Status at Closure equals 1 thru 4 or equals 6.	3
Summary (1 st and 2 nd digits)	82-83	<u>Must match one of the following valid codes:</u> 00 thru 05, 07, 09 thru 16, 18 thru 27, 29 thru 38, 40 thru 46, 50 thru 82, 84 thru 86, 89 thru 93, 95 thru 97 and 99.	
Detail	84-87		
3 rd digit	84		
4 th digit	85	Must range 0 thru 9.	
5 th digit	86	Must range 0 thru 6, or equal 9 for special VR codes for homemaker, vending stand clerk, vending stand operator, unpaid family worker-NEC, or worker in extended employment-NEC.	
6 th digit	87	Can equal 0 thru 9, or be blank. Can equal 0 thru 9, or be blank.	

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
31. Services Provided*	88-100		3 thru 5
Assessment	88	Must equal 0 or 1.	
Restoration	89	Must equal 0 or 1.	
College/University Training	90	Must equal 0 or 1.	
Business/Vocational Training	91	Must equal 0 or 1.	
Adjustment Training	92	Must equal 0 or 1.	
On-the-job Training	93	Must equal 0 or 1.	
On-the-job Training	94	Must equal 0 or 1.	
Miscellaneous Training	95	Must equal 0 or 1.	
(Substantial) Counseling & Guidance	96	a. Must equal 0 or 1. b. Must equal 1 if Job Placement equals 1.	
Job-finding Services	97	Must equal 0 or 1.	
Job Placement	98	Must equal 0 or 1.	
Transportation	99	Must equal 0 or 1.	
Maintenance	100	Must equal 0 or 1.	
Other Services*			
32. Type of Facility or Agency Furnishing Services	101-109		3 thru 5
Educational Institution	101	Must range 0 thru 3.	

* Excludes Personal Assistance Services (Record Position 140) and Rehabilitation Technology Services (Record Positions 141 to 143).

Business and Vocational School	102	Must range 0 thru 3.	
Hospital and Sanatorium	103	Must range 0 thru 3.	
Health Organization/Agency	104	Must range 0 thru 3.	
Community Rehabilitation Program	105	Must range 0 thru 3.	
Welfare Agency	106	Must range 0 thru 3.	
Other Public Agency	107	Must equal 0 or 1.	
Other Private Agency	108	Must equal 0 or 2.	
Individuals (Private)	109	Must equal 0 or 2.	
33. Work Status at Closure	110	a. Must range 1 thru 6. b. If code = 5, then Occupation at Closure MUST equal 599999.	3
34. Weekly Earnings at Closure	111-113	a. Must be numeric. b. Must NOT be negative. c. MUST be greater than 000, is Work Status at Closure equals 1 or 2.	3

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
35. Hours Worked at Closure	114-115	a. MUST range 01 thru 79, if Weekly Earnings at Closure is greater than 000. b. MUST be 00, if Weekly Earnings at Closure is 000.	3
-- Earnings/Hours Comparison	111-115	Calculate hourly wage rate; flag if \$50/hour or more and correct earnings and/or hours, as needed.*	
36. Monthly Amount of Public Assistance at Closure	116-118	a. Must be numeric b. Must NOT be negative. c. MUST be greater than 000, if Primary Source of Support at Closure equals 03 or 04.	3
37. Primary Source of Support at Closure	119-120	a. Must range 00 thru 10. b. If code equal 4, then General Assistance (position 39) MUST equal 1. c. If code equal 07, then SSDI (position 40) MUST equal 1.	3
38. Type of Closure**	121	Must range 1 thru 6	1 thru 6
39. Reason for Closure	122-123	a. MUST range 01 thru 10, or equal 12, if Type of Closure equals 1 or 2. b. MUST range 01 thru 07, or equal 10 or 12, if Type of Closure equals 4, 5, or 6.	1, 2, 4, 5, 6

* Agencies are encouraged to set criteria for flagging below \$50/hour.

** NOTES: 1. If no code or incorrect code entered, entire record will be rejected.
2. Counts of each code 1 thru 6 **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 closures between the two systems.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
40. Date of Closure	124-129	Format MMDDYY	1 thru 6
Month	124-125	a. Must range 01 thru 09, if year equals Federal Fiscal Year of closure. b. Must range 10 thru 12, if year equals Federal Year of closure minus one.	
Day	126-127	Must range 01 thru 31.	
Year	128-129	Must equal Federal Fiscal Year of closure of Federal Fiscal Year of closure minus one.	
41. Supported Employment Status	130	Must range 0 thru 2.	3 thru 5
42. Supported Employment Outcome	131	a. MUST equal 1, 2, of 3, if Supported Employment Status equals 1 or 2. b. MUST equal 1 or 2, if Work Status at Closure equals 1. c. MUST equal 3, if Work Status at Closure equals 2 thru 6.	3
43. Medical Insurance Coverage at Closure	132	Must equal 0 or 1.	3
44. Medical Insurance Available Through Job at Closure	133	a. Must range 0 thru 2. b. MUST equal 0 or 1, if Work Status at Closure equals 1 or 2. c. MUST equal 2, if Work Status at Closure equals 3 thru 6.	3
45. Veteran Status	134	a. Must equal 0 or 1. b. MUST equal 1 if Veterans Disability Support Code equals 1.	1 thru 6
46. Severe Disability	135	Must equal 0 or 1.	1 thru 6
47. RESERVED	136-137		
48. Migratory Agricultural Worker	138	Must equal 0 or 1.	1 thru 6
49. Projects-with-Industry	139	Must equal 0 or 1.	1 thru 6

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
50. Personal Assistance Services Provided	140	a. Must equal 0 thru 4. b. If code equals 1, the Major or Secondary Disabling Condition MUST range from 100 thru 149. c. If code equals 2, the Major or Secondary Disabling Condition MUST range from 231 thru 298.	3 thru 5
51. Rehabilitation Technology Services Provided	141-143		3 thru 5
Rehabilitation Engineering	141	Must equal 0 or 1.	
Assistive Technology Devices	142	Must equal 0 or 1.	
Assistive Technology Services		a. Must equal 0 or 1. b. Must equal 1 if Assistive Technology Devices equals 1	3 THRU 5
52. RESERVED	144-150		

*The Monitoring of Data Quality:
Special Crosschecks to be Applied Between Data Elements in the*

CASE SERVICE REPORT

(RSA-911)

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CASE SERVICE REPORT (RSA-911): SPECIAL CROSSCHECKS TO BE APPLIED BETWEEN DATA ELEMENTS

The following listing of comparison checks is offered to promote the consistency, coherence, and utility of RSA-911 data elements, and the validity of measurements derived from these data elements. This "stand alone" section is a repetition of comparison checks appearing (a) throughout the body of RSA-911 instructions and (b) in the listing of edit specifications. They are repeated here as a convenience for persons responsible for issues of data quality and integrity.

It is incumbent on State agencies to institute a systematic way to continuously monitor recorded information for correctness and reasonableness. The crosschecks that follow do not cover the totality of comparisons that can be made between RSA-911 variables, but would be part of a comprehensive data quality monitoring system. Systematic data quality monitoring followed by appropriate corrective action will contribute significantly to the usefulness of the resulting data and the program-related inferences that may fairly be drawn from them.

(The references below are to the Record Position (RP) of the specified RSA-911 data elements.)

1. Type of Public Support and Primary Source of Support at Application and at Closure

(a) General Assistance (RP 39) should be coded 1 if the individual's Primary Source of Support at Application (RP 61-62) or at Closure (RP 119-120) is reported as Code 04 (Public Assistance, Without Federal Funds-General Assistance Only).

(b) Social Security Disability Insurance (RP 40) should be coded 1 if the individual's Primary Source of Support at Application (RP 61-62) or at Closure (RP 119-120) is reported as Code 07 (Social Security Disability Insurance).

2. Major and Secondary Disabling Condition

(a) The three-digit code reported for Secondary Disabling Condition (RP 49-51) should not equal the three-digit code reported for the Major Disabling Condition (RP 46-48).

(b) A traumatic brain injury code ranging from 700 to 742 precludes the use of another code as the Major or Secondary Disabling Condition indicating the same disability.

(c) A deaf-blind code (290-298) precludes the use of a visual or hearing code (100-289) for the Major or Secondary Disabling Condition. (Agencies are encouraged to determine other combinations of major and secondary disabling conditions which are contradictory, e.g., moderate and mild mental retardation, deafness and hard of hearing, etc.)

3. Earnings at Application and Work Status at Application

Earnings in the Week Before Application (RP 53-55) should range from 001 to 999 if the Work Status at Application (RP 52) is coded 1 (competitive labor market) or 2 (extended employment (workshops)).

4. Hours Worked at Application and Earnings at Application

(a) Hours Worked at Application (RP 56-57) should be coded 00 if Earnings at Application (RP 53-55) is coded 000.

(b) Hours Worked at Application (RP 56-57) should range from 01 to 79 if Earnings at Application (RP 53-55) is coded from 001 to 999. (Under no circumstances, however, should a code such as 01 be inserted in the hours field to signify that the item on hours worked was not known. This improper procedure leads to grossly inflated hourly wage rates. In general, agencies should perform hourly wage rate calculations for all clients, flag instances where rates appear to be improbable, perhaps \$50 an hour or more, and correct the recorded figures for earnings or hours, or both earnings and hours.)

5. Monthly Public Assistance Amount at Application and Primary Source of Support at Application

Monthly Amount of Public Assistance at Application (RP 58-60) should be greater than 000 if the Primary Source of Support at Application (RP 61-62) is coded 03 (Public Assistance-Federal funds) or 04 (Public Assistance-No Federal funds).

6. Monthly Public Assistance Amount at Application and Type of Public Support During VR

A recorded Monthly Public Assistance Amount at Application (RP 58-60) greater than 000 must be associated with a Code 1 in at least one of the following record positions:

- RP 35 Supplemental Security Income (SSI)-Aged
- RP 36 Supplemental Security Income (SSI)-Blind
- RP 37 Supplemental Security Income (SSI)-Disabled
- RP 38 Aid to Families with Dependent Children (AFDC)
- RP 39 General Assistance (GA)

These five types of support constitute Public Assistance for which dollar amounts are to be reported. Do not report dollar amounts for any other types of support.

7. Availability of Medical Insurance Through Employment at Application and Work Status at Application

(a) Availability of Medical Insurance Through Employment at Application (RP 64) should be coded 0 or 1 if the Work Status at Application (RP 52) is coded 1 or 2 (competitive employment and extended employment (workshops), respectively).

(b) Availability of Medical Insurance Through Employment at Application (RP 64) should be coded 2 if the Work Status at Application (RP 52) is coded 3 to 9.

8. Previous Employment Status and Work Status at Application

Code 1 should appear for Previous Employment Status (RP 71) when the Work Status at Application (RP 52) is coded 1 to 4.

9. Occupation at Closure and Work Status at Closure

(a) Occupation at Closure (RP 82-87) should be coded 599999 if the Work Status at Closure (RP 110) is coded 5 (homemaker).

(b) Work Status at Closure (RP 110) should be coded 5 if the Occupation at Closure (RP 82-87) is coded 599999 (homemaker).

10. Job-Finding Services and Job Placement

Code 1 must be used for Job-Finding Services (RP 96) if Code 1 is used to indicate the provision of Job Placement (RP 97). By definition, a person receiving a job placement service also received a job-finding service. (It is possible, of course, for an individual to have received a job-finding service, but not job placement.)

11. Earnings at Closure and Work Status at Closure

Earnings in the Week Before Closure (RP 111-113) should range from 001 to 999 if the Work Status at Closure (RP 110) is coded 1 (competitive labor market) or 2 (extended employment (workshops)).

12. Hours Worked at Closure and Earnings at Closure

(a) Hours Worked at Closure (RP 114-115) should be coded 00 if Earnings at Closure (RP 111-113) is coded 000.

(b) Hours Worked at Closure (RP 114-115) should range from 01 to 79 if Earnings at Closure (RP 111-113) is coded from 001 to 999. (Under no circumstances, however, should a code such as 01 be inserted in the hours field to signify that the item on hours worked was not known. This improper procedure leads to grossly inflated hourly wage rates. In general, agencies should perform hourly wage rate calculations for all clients, flag instances where rates appear to be improbable, perhaps \$50 an hour or more, and correct the recorded figures for earnings or hours, or both earnings and hours.)

13. Supported Employment Outcome, Supported Employment Status and Work Status at Closure

(a) Supported Employment Outcome (RP 131) should be coded 1 or 2 if Supported Employment Status (RP 130) is coded 1 or 2 and Work Status at Closure is coded 1 (competitive employment).

(b) Supported Employment Outcome (RP 131) should be coded 3 if Supported Employment Status (RP 130) is coded 1 or 2 and Work Status at Closure is coded 2 through 6 (other than competitive employment).

14. Monthly Public Assistance Amount at Closure and Primary Source of Support at Closure

Monthly Amount of Public Assistance at Closure (RP 116-118) should be greater than 000 if the Primary Source of Support at Closure (RP 119-120) is coded 03 (Public Assistance-Federal funds) or 04 (Public Assistance-No Federal funds).

15. Monthly Public Assistance Amount at Closure and Type of Public Support During VR

A recorded Monthly Public Assistance Amount at Closure (RP 116-118) greater than 000 must be associated with a Code 1 in at least one of the following record positions:

- RP 35 Supplemental Security Income (SSI)-Aged
- RP 36 Supplemental Security Income (SSI)-Blind
- RP 37 Supplemental Security Income (SSI)-Disabled
- RP 38 Aid to Families with Dependent Children (AFDC)
- RP 39 General Assistance (GA)

These five types of support constitute Public Assistance for which dollar amounts are to be reported. Do not report dollar amounts for any other types of support.

16. Availability of Medical Insurance Through Employment at Closure and Work Status at Closure

(a) Availability of Medical Insurance Through Employment at Closure (RP 133) should be coded 0 or 1 if the Work Status at Closure (RP 110) is coded 1 or 2 (competitive employment and extended employment (workshops), respectively).

(b) Availability of Medical Insurance Through Employment at Closure (RP 133) should be coded 2 if the Work Status at Closure (RP 110) is coded 3 to 6.

17. Veteran Status and Type of Public Support During VR

Veteran Status (RP 134) should be coded 1 if the Type of Public Support During VR is shown as Code 1 in RP 41 (Veterans Disability Benefits).

18. Personal Assistance Services and Major and Secondary Disabling Condition

(a) When Code 1 (reader assistance) is used for Personal Assistance Services (RP 140), either the Major or Secondary Disabling Condition (RP 46-48 and RP 49-51, respectively) should indicate a visual impairment (Codes 100-149).

(b) When Code 2 (interpreter assistance) is used for Personal Assistance Services (RP 140), either the Major or Secondary Disabling Condition (RP 46-48 and RP 49-51, respectively) should indicate a hearing impairment (Codes 231-289) or a deaf-blind disability (Codes 290-298).

19. Assistive Technology Devices and Assistive Technology Services

Code 1 must be used for Assistive Technology Services (RP 142) if Code 1 is used for Assistive Technology Devices (RP 141).

The Caseload Status System

STATE-FEDERAL PROGRAM OF VOCATIONAL REHABILITATION

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THE CASELOAD STATUS SYSTEM

Progress and decision points in the vocational rehabilitation (VR) process have traditionally been referred to as statuses and represented as even numbered two-digit codes. The chief distinction in these statuses is between those representing cases that remain open vs. cases that have been closed. Both the open and closure statuses are composed of five components. The Case Service Report (RSA-911) calls for personal and program-related information only on the five closure statuses. The following list summarizes these closure statuses and, in addition, briefly describes the five components under the open statuses for reference purposes. The actual codes to use to designate the different types of closure in the RSA-911 system are found in the instructions for Record Position 121 (Type of Closure).

Open Statuses

Status 02 - Applicant: When an individual signs a document to request VR services, he or she is an applicant and the case is placed into Status 02. While an applicant, the individual's eligibility for VR services is determined within 60 days in most instances. If eligible, the applicant's case is moved either to (1) the Pre-Service Listing (Status 04) where services will be delayed because he or she does not meet an agency's order of selection priorities or (2) the Service Statuses (10 to 24) where no delay in the delivery of services is intended. If not eligible for VR services, the applicant's case will be closed to Status 08. If a determination of eligibility cannot readily be made, the applicant will be moved to extended evaluation (Status 06) and more information obtained in determining eligibility.

Status 04 - Pre-Service Listing: An applicant placed into this status has been determined eligible for VR services, but cannot receive them because he or she does not meet a State agency's order of selection priorities. Typically, the name of the individual will be placed on a waiting list for services until such time as the State agency has sufficient funds available to provide services. Placement of the person's name on the waiting list for services indicates that there will be a delay in the initiation of services which the individual is otherwise entitled to receive. A case leaving this status will either be (1) moved to the Service Statuses (10 to 24) to signify that services will be provided without further delay or (2) closed from Status 38 to indicate that services will not be provided for whatever reason).

Status 06 - Extended evaluation: An applicant is placed into this status when a rehabilitation counselor certifies the need to provide certain services to help in determining whether the individual can benefit from the full range of rehabilitation services in terms of an employment outcome. Applicants leaving this status, if eligible for VR, will be moved to the Pre-Service Listing (Status 04) or to the Service Statuses (10 to 24). If not eligible, the applicant's case will be closed to Status 08 within the 18-month period allowed for extended evaluation.

Statuses 10 to 24 - The Service Statuses: In the service statuses, the rehabilitation agency may conduct any or all of the following activities on behalf of the individual who has been determined eligible for VR services (the list is not intended to be all-inclusive, just illustrative).

-assess the rehabilitation needs of the individual and formulate the Individualized Written Rehabilitation Program (IWRP).

-provide counseling and guidance to prepare the client for employment.

-provide or arrange for any physical or mental restoration services (e.g., surgery, psychiatric treatment, rehabilitation technology services, etc.)

-provide or arrange for many different kinds of training such college/university, business, vocational, on-the-job, or personal and vocational adjustment training.

-provide or arrange for the delivery of job-seeking skills and placement into suitable employment.

A person remains in the service statuses in instances when services have been interrupted.

Status 32 - Post-employment services: This status is used to identify individuals who have previously been successfully rehabilitated, but who need additional rehabilitation services to help them maintain, regain or advance in their employment.

[No information on this status is reported on Form RSA-113.]

Closure Statuses

Status 08 - Closed not accepted/ineligible for VR: This status is used to identify persons determined ineligible or who are otherwise not accepted for VR services, whether closed from the applicant status (Status 02) or extended evaluation (Status 06).

Status 26 - Rehabilitated: Cases closed as rehabilitated must, as a minimum, (1) have been declared eligible for services, (2) have received appropriate assessment and related services, (3) have had a program for VR services formulated, (4) have completed the program, (5) have been provided counseling, and (6) have been determined to be suitably employed for a minimum of 60 days.

Status 28 - Closed other reasons after IWRP initiated: Cases closed into this category must have met criteria (1), (2) and (3) above, and at least one of the services provided for by the IWRP must have initiated, but, for some reason, one or more of criteria (4), (5) and (6) above were not met.

Status 30 - Closed other reasons before IWRP initiated: Cases placed into Status 30 are those which, although accepted for VR services, did not progress to the point that services were actually initiated under a rehabilitation program.

Status 38 - Closed from Pre-Service Listing: This status is used to identify individuals eligible for VR who will not advance to the Service Statuses (10 to 24) and whose names have been removed from the Pre-Service Listing (Status 04).

APPENDIX J.3

2002-2013 FILE LAYOUT OF THE RSA-911 FILES

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APPENDIX J.3.1

**2002-2013 FILE LAYOUT OF THE RSA-911 FILES
(POLICY DIRECTIVE RSA-PD-00-06, MARCH 16, 2000)**

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

POLICY DIRECTIVE
 RSA-PD-00-06
 DATE: March 16, 2000

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

SUBJECT: Announcement of OMB Approval for the Case Service Report (RSA-911),
 OMB Number: 1820-0508

POLICY

STATEMENT: This is to inform you that the Office of Management and Budget has approved a revision to the Case Service Report (RSA-911) through February 28, 2003. The approval permits data collection for service records closed through Fiscal Year 2002. The OMB number for this collection is 1820-0508.

The RSA-911 record layout has been changed from the previous version. The order of some data elements has been changed to provide for a more logical transition from one item to the next. State agencies should also pay close attention to the newly assigned three-digit agency codes. In addition, changes to the data elements and instructions have been made to comply with new reporting requirements in the Rehabilitation Act amendments of 1998. All date fields have been adjusted to be Y2K compliant. The disability codes have been expanded to a four-digit field to capture both the impairment and the cause/source of the impairment. Some instructions have been rewritten to clarify previous ambiguities. The attachment to this memorandum summarizes whether and how each RSA-911 data element has changed, even if only in nomenclature.

As always, the speed with which RSA-911 changes are implemented is of major concern to us. State agencies are asked to revise their reporting systems as quickly as possible. Some coding and definitional changes can

be easily incorporated, while other changes will require more time. All requested revisions should be completed in time for State agencies to report their Fiscal Year (FY) 2001 data in the new format. This report is due on November 30, 2001. (State agencies should report their data for FY 2000 in the previously approved format.)

The due date for submitting the RSA-911 data remains as November 30, following the end of a fiscal year. State VR agencies should examine their data for accuracy with the RSA Edit Program before submitting data to us. A diskette with the revised edit program will be transmitted to each State agency at a later date. All information must be provided in the format outlined in the edit specifications. All submittals in the proper format should be sent to:

Rehabilitation Services Administration
Basic State Grants Branch
330 C Street, S.W.
Switzer Building, Room 3211
Washington, DC 20202-2735
Email address: Patricia_Nash@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, and the Paperwork Reduction Act of 1995, as amended.

CITATIONS IN

REGULATIONS: 34 CFR 361.38, 361.40 AND 361.56.

EXPIRATION

DATE: February 28, 2003

INQUIRIES

TO: RSA Central Office (202-205-9412) or Regional Offices.

Fredric K. Schroeder, Ph.D.
Commissioner

Attachments

Cc: CSAVR
NAPAS
NCIL
NRFC

**Summary of How New RSA-911 System Differs in Content or Instructions from
Previous RSA-911 System, by Data Element in Alphabetical Order**

Data element name	Record position	Change, if any, from current RSA-911
Agency code	1-3	New three-digit code assigned to each agency.
Closure order	13	Replaces multiple closure code, new coding structure.
Competitive employment	162	New data element.
Cost of purchased services	104-109	Increases from five to six digits.
Date of application	15-22	New order (year, month, day), four-digit year
Date of birth	23-30	New order (year, month, day), four-digit year
Date of closure	201-208	New order (year, month, day), four-digit year
Date of eligibility determination	88-95	New order (year, month, day), four-digit year
Date of Individualized Plan for Employment (IPE)	96-103	New data element.
Employment status (application)	51-52	Replaces work status at application, new employment statuses, change in coding.
Employment status (closure)	161	Replaces work status at closure, new employment statuses.
Gender	31	New data element name.
Hours worked in a week (application)	57-58	Maximum hours recorded increased from 79 to 99.
Hours worked in a week (closure)	167-168	Maximum hours recorded increased from 79 to 99.
Individualized Education Program (IEP)	40	New data element.
Level of education attained (application)	39	Replaces highest grade completed; new coding structure.
Level of education attained (closure)	154	New data element.
Living arrangement (application)	41-42	Replaces type of institution at application.
Medical insurance coverage (application)	83-87	Now records type of medical insurance coverage.
a. Medicaid	83	
b. Medicare	84	
c. Workers' compensation	85	
d. Private insurance thru own employment	86	
e. Private insurance thru other means	87	

**Summary of How New RSA-911 System Differs in Content or Instructions from
Previous RSA-911 System, by Data Element in Alphabetical Order**

<u>Data element name</u>	<u>Record position</u>	<u>Change, if any, from current RSA-911</u>
Medical insurance coverage (closure)	193-197	Now records type of medical insurance coverage.
a. Medicaid	193	
b. Medicare	194	
c. Workers' compensation	195	
d. Private insurance thru own employment	196	
e. Private insurance thru other means	197	
Migrant and seasonal farmworkers	212	Previously migratory agricultural worker.
Monthly public support amount (application)	66-81	Replaces monthly public assistance amount, amounts reported by type of public support.
a. SSDI	66-69	
b. SSI	70-73	
c. TANF	74-77	
d. All other public support	78-81	
Monthly public support amount (closure)	176-191	Replaces monthly public assistance amount, amounts reported by type of public support.
a. SSDI	176-179	
b. SSI	180-183	
c. TANF	184-187	
d. All other public support	188-191	
Occupation (closure)	155-160	
Previous closure	14	New record position and coding structure.
Primary disability	43-46	Replaces major disabling condition, new coding structure.
Primary source of support (application)	82	List has been streamlined, new coding structure.
Primary source of support (closure)	192	List has been streamlined, new coding structure.
Projects-with-Industry	213	Indicates change in reference to section of Act.
Race and ethnicity	32-37	Combines race and Hispanic origin into one element, multiple affirmative responses permitted.
Reason for closure	199-200	Adds three reasons for closure codes.
Secondary disability	47-50	Replaces secondary disabling condition, new coding structure.

**Summary of How New RSA-911 System Differs in Content or Instructions from
Previous RSA-911 System, by Data Element in Alphabetical Order**

Data element name	Record position	Change, if any, from current RSA-911
Services provided	110-153	New coding structure indicates vendor and source of funding.
a. Assessment	110-111	Expanded definition.
b. Diagnosis and treatment of impairments	112-113	Formerly restoration.
c. Vocational rehabilitation counseling and guidance	114-115	Expanded definition.
d. College or university training	116-117	Expanded definition.
e. Occupational/vocational training	118-119	Formerly business/vocational training.
f. On-the-job training	120-121	Expanded definition.
g. Basic academic remedial or literacy training	122-123	New service category.
h. Job readiness training	124-125	New service category.
i. Disability related augmentative skills training	126-127	New service category.
j. Miscellaneous training	128-129	
k. Job search assistance	130-131	Formerly job finding services.
l. Job placement assistance	132-133	Revised definition.
m. On-the-job supports	134-135	New service category.
n. Transportation services	136-137	
o. Maintenance	138-139	
p. Rehabilitation technology	140-141	
q. Reader services	142-143	
r. Interpreter services	144-145	
s. Personal attendant services	146-147	
t. Technical assistance services	148-149	New service category.
u. Information & referral services	150-151	New service category.
v. Other services	152-153	

**Summary of How New RSA-911 System Differs in Content or Instructions from
Previous RSA-911 System, by Data Element in Alphabetical Order**

Data element name	Record position	Change, if any, from current RSA-911
Significant disability	211	New element name.
Social Security Number	4-12	
Source of referral	38	List of sources has been streamlined.
Supported employment status	209	Revised definition.
Type of closure	198	Adds closure code for an eligible person whose service record was closed before an IPE was developed.
Type of public support (application)	59-65	
a. SSI	59	Combines SSI Aged, Blind or Disabled Formerly AFDC
b. TANF	60	
c. General assistance	61	
d. SSDI	62	
e. Veterans' disability	63	
f. Workers' Compensation	64	New type of public support.
g. Other public support	65	
Type of public support (closure)	169-175	New data element.
a. SSI	169	
b. TANF	170	
c. General assistance	171	
d. SSDI	172	
e. Veterans' disability	173	
f. Workers' Compensation	174	
g. Other public support	175	
Veteran status	210	
Weekly earnings (application)	53-56	Increases from three to four digits.
Weekly earnings (closure)	163-166	Increases from three to four digits.

Reporting Manual for the

CASE SERVICE REPORT

(RSA-911)

**STATE-FEDERAL PROGRAM FOR
VOCATIONAL REHABILITATION**

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

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General Instructions

This section provides detailed edit and relational edit specifications for reporting RSA-911 data in a 213-character record image layout.

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; otherwise, records will be rejected in their entirety. 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 may 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 floppy diskette or CD-ROM should be in a flat file in the ASCII code set.
2. Floppies may be recorded on 3.5 inch diskettes.
3. Each record must be 213 characters in length.
4. The diskette or CD-ROM should have an external label identifying the contents as "RSA-911 Data for FY ___." The name of the submitting agency should also be included.
5. If you would like to transmit your data electronically, please contact Patricia A. Nash on 202-205-9412 for specific instructions.

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0508 (Expiration Date: 02/28/2003). The time required to complete this information collection is estimated to average 53 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Rehabilitation Services Administration, Basic State Grants Branch, 330 C Street, S.W., Switzer Building, Room 3211, Washington, DC 20202-2735.

Element-by-Element Instructions:

CASE SERVICE REPORT

(RSA-911)

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Element-by-Element Instructions1. 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 nonexisting agencies for individuals who are blind in the event that they are established in the future.

State or territory	Agency Code		State or territory	Agency Code	
	General/ Combined	Blind		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. Use Code ★★★★★★★★ if this information is not available for records closed while the individual was an applicant, but before a determination of eligibility (Closure Code 1).

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 and before a determination of eligibility
- 3 Closed after the individual achieved an employment outcome
- 4 Closed after services were initiated, without an employment outcome
- 5 Closed after a determination of eligibility, but before services under an individualized plan for employment (IPE) were initiated
- 6 Closed after a determination of eligibility, from an order of selection waiting list
- 7 Closed after a determination of eligibility, but before an IPE was developed
- ★ Information is not available for Closure Code 1

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

Record race and ethnicity information 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. The information recorded must reflect the individual's own identification of race and ethnicity from the categories listed below. Both race and ethnicity should be reported. Multiple Code 1 responses are permitted for an individual. Use Code ★ 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. No blanks are permitted in any category.

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/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

11. Individualized Education Program (IEP)

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).

- 0 Did not have an IEP
- 1 Had an IEP
- ★ Information is not available for Closure Code 1

12. Living Arrangement at Application

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. Primary Disability
 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. Secondary Disability
 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 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 - Homemaker refers to men and women whose activity is keeping house for persons in their households or for themselves if they live alone.

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

07 - Employment with Supports in Integrated Setting 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 - Student in Secondary Education

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

10 - Trainee, Intern or Volunteer 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 - Other 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. Weekly Earnings at Application
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 cash earnings of individuals at application and includes all wages, salaries, tips, and commissions received as income before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not 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 which 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 which 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. Hours Worked in a Week at Application
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. Type of Public Support at Application

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 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 family 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).

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

Workers' Compensation

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 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.

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
- 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

Assessment

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.

Diagnosis and Treatment of Impairments

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

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 academic training 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.

Job-Related Services

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

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 Technology Service

Rehabilitation technology 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

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 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/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

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 Dictionary of Occupational Titles (DOT) published by the U.S. Department of Labor, enter the first six digits of the appropriate DOT code. Fill in leading zeros when they apply. Closure into an architectural occupation, for example, should be recorded as 001061.

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

599999 Homemaker (own home) refers to men and women whose activity is keeping house for their families, or themselves if they live alone.

699999 Worker in extended employment, not elsewhere classified use only if the type of work in an extended employment setting cannot be classified into any of the DOT occupations.

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
699999	Worker in extended employment, not classifiable in any other DOT code
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 other closure codes

28. Employment Status at Closure

Record Position: 161

For an individual who achieved an employment outcome, enter a one-digit code that describes the employment outcome of the individual when his or her service record was closed. Use Code ✱ for all other closure codes. 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
- 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.

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

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

7 - Employment with Supports in Integrated Setting 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. Competitive Employment
Record Position: 162

Enter a one-digit code to indicate whether the individual achieved competitive employment at the time the service record was closed. Competitive employment is employment in the competitive labor market that is performed on a full-time or part-time basis in an integrated setting and for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled. Minimum wage is the Federal or State minimum wage, whichever is higher.

Coding this item requires making judgments as to whether an individual whose service record was closed in Item #28, Employment Status at Closure, Codes 1, 3, 4 and 7, was working at or above the minimum wage and at no less than the customary wage and level of benefits paid to individuals who are not disabled doing the same or similar work. Therefore, Code 1 in this item will be a subset of the total number of individuals coded 1, 3, 4 and 7 in Item #28. Use Code 0 in this item for individuals in Item #28, Codes 1, 3, 4 and 7, who did not meet the definition of competitive employment. Also use Code 0 for individuals whose service records were closed as extended employment, homemakers, or unpaid family workers (Codes 2, 5 and 6 in Item #28). Use Code ★ for all other closure codes.

- | | |
|---|----------------------------|
| 0 | Not competitively employed |
| 1 | Competitively employed |

30. Weekly Earnings at Closure
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 before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not 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 which 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 which 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 all other closure codes.

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 all other closure codes.

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 family 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).

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

Workers' Compensation

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's service record was closed:

- 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 and before a determination of eligibility
- 3 Closed after the individual achieved an employment outcome
- 4 Closed after services were initiated, without an employment outcome
- 5 Closed after a determination of eligibility, but before services under an IPE were initiated
- 6 Closed after a determination of eligibility, from an order of selection waiting list
- 7 Closed after a determination of eligibility, but before an IPE was developed

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. Fill in leading zero when it applies.

- 00 Achieved employment outcome.
- 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.

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
- ★ Information is not available for Closure Codes 1, 2, 6 and 7

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. Veteran Status
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. Significant Disability
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 farmworker's project under Section 304 of the Act during their VR program.

- 0 Was not a migrant or seasonal farmworker during VR program
- 1 Participated in a migrant or seasonal farmworker project under Section 304 of the Act during VR program
- 2 Was a migrant or seasonal farmworker during VR program but did not participate in a migrant or seasonal farmworker 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

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RSA-911 Record Layout

CASE SERVICE REPORT

(RSA-911)

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RSA-911 RECORD LAYOUT

RP	ELEMENT	
1		
2	1. Agency Code	
3		
4		
5		
6		
7		
8	2. Social Security Number	
9		
10		
11		
12		
13	3. Closure Order	
14	4. Previous Closure	
15	Year	5. Date of Application
16		
17		
18	Month	
19		
20		
21	Day	
22		
23	Year	6. Date of Birth
24		
25		
26	Month	
27		
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	
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45		
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47	14. Secondary Disability	
48		
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51	15. Employment Status at Application	
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RP	ELEMENT	
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54	16. Weekly Earnings at Application	
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57	17. Hours Worked in a Week at Application	
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59	SSI	18. Type of Public Support at Application
60	TANF	
61	General Assistance	
62	SSDI	
63	Veteran's Disability	
64	Workers' Compensation	
65	Other Public Support	
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67	SSDI	19. Monthly Public Support Amount at Application
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70	SSI	
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73	TANF	
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76	All Other Public Support	
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81	20. Primary Source of Support at Application	
82	Medicaid	21. Medical Insurance Coverage at Application
83	Medicare	
84	Workers' Compensation	
85	Private thru Own Employment	
86	Private thru Other Means	
87		
88	Year	22. Date of Eligibility Determination
89		
90		
91	Month	
92		
93		
94	Day	
95		
96	Year	23. Date of Individualized Plan for Employment (IPE)
97		
98		
99		
100	Month	
101		
102	Day	
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104		
105	24. Cost of Purchased Services	
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RSA-911 RECORD LAYOUT

RP	ELEMENT	
110	Assessment	25. Services Provided
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113	Diagnosis & Treatment	
114		
115		
116	College or University Training	
117		
118	Occupational/Vocational Training	
119		
120	On-the-job Training	
121		
122	Basic Academic Remedial or Literacy Training	
123		
124	Job Readiness Training	
125		
126	Disability Related Augmentative Skills Training	
127		
128	Miscellaneous Training	
129		
130	Job Search Assistance	
131		
132	Job Placement Assistance	
133		
134	On-the-job Supports	
135		
136	Transportation	
137		
138	Maintenance	
139		
140	Rehabilitation Technology	
141		
142	Reader	
143		
144	Interpreter	
145		
146	Personal Attendant	
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148	Technical Assistance	
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150	Information & Referral	
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152	Other	
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154	26. Level of Education Attained at Closure	
155	27. Occupation at Closure	
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161	28. Employment Status at Closure	
162	29. Competitive Employment	

RP	ELEMENT	
163	30. Weekly Earnings at Closure	32. Type of Public Support at Closure
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168	31. Hours Worked at Closure	
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170	32. Type of Public Support at Closure	
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175		
176	33. Monthly Public Support Amount at Closure	
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179	33. Monthly Public Support Amount at Closure	
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184	33. Monthly Public Support Amount at Closure	
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187	33. Monthly Public Support Amount at Closure	
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190	33. Monthly Public Support Amount at Closure	
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192	34. Primary Source of Support at Closure	
193	35. Medical Insurance Coverage at Closure	
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198	36. Type of Closure	
199	37. Reason for Closure	
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201	38. Date of Closure	
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207	38. Date of Closure	
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209	39. Supported Employment Status	
210	40. Veteran Status	
211	41. Significant Disability	
212	42. Migrant & Seasonal Farmworkers	
213	43. Projects With Industry	

Edit Specifications by Element

CASE SERVICE REPORT

(RSA-911)

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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
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
		c. Use Code ★★★★★★★★ if information is not available.	1
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
4. Previous Closure	14	a. Valid codes: 0 thru 7.	1 thru 7
		b. Use Code ★ if information is not available.	1
5. Date of Application	15-22	Format YYYYMMDD	1 thru 7
Year	15-18	Code year using all four digits (no blanks).	
Month	19-20	Valid codes: 01 thru 12.	
Day	21-22	Valid codes: 01 thru 31.	
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
7. Gender	31	a. Valid codes: 1 or 2.	1 thru 7
		b. Use Code ★ if information is not available.	1
8. Race and Ethnicity	32-37	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
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/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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
13. Primary Disability	43-46	a. Valid codes listed in Codes for Impairments and Codes for Causes/Sources of Impairments in reporting instructions. b. Use Code ★★☆☆ if information is not available.	1 thru 7
14. Secondary Disability	47-50		1
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 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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
-- Earnings/Hours Comparison	53-58	Calculate hourly wage rate; flag if \$50 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
		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.	1 thru 7
		f. Use Code ★★☆☆ if information is not available due to circumstances beyond the agency's control.	2 thru 7
		g. Use Code ★★☆☆ if information is not available.	1

¹ Agencies are encouraged to set criteria for flagging below \$50 per hour.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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 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
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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. If level attained is coded 3 (Special Education Certificate of completion/attendance), then Individualized Education Program (IEP)(RP 40) should be coded 1.	1 thru 7
		c. Use Code ★ if information is not available.	1
27. Occupation at Closure	155-160	a. Valid codes: Except for special VR codes use Dictionary of Occupational Titles (DOT) 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 thru 7. b. If code=5, then Occupation at Closure (RP 155-160) MUST equal 599999.	3
		c. 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
29. Competitive Employment	162	a. Valid codes: 0 or 1. b. Must equal 0 if Employment Status (RP 161) is coded 2, 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 than 0000 if Employment Status (RP 161) equals 1, 2 or 7.	3
		f. Use Code ★★ for all other closure codes.	1, 2, 4, 5, 6 and 7
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) is 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; flag if \$50/hour or more and correct earnings and/or hours, as needed.²	3

² Agencies are encouraged to set criteria for flagging below \$50/hour.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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.	1 thru 7
		f. Use Code ★★☆☆ in the position if information is not available due to circumstances beyond the agency's control.	2 thru 7
		g. Use Code ★★☆☆ in the position if information is not available.	1

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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 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
37. Reason for Closure	199-200	a. Valid codes: 00 thru 13. 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. c. Fill in leading zero when it applies.	1 thru 7

3

- a. **If no code or incorrect code entered, entire record will be rejected.**
- b. **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
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
39. Supported Employment Status	209	a. Valid codes: 0 thru 2. b. Use Code ★ for all other closure codes.	3 thru 5 1, 2, 6 and 7
40. Veteran Status	210	a. Valid codes: 0 or 1. b. Use Code ★ if information is not available due to circumstances beyond the agency's control. c. Use Code ★ if the information is not available.	1 thru 7 2 thru 7 1
41. Significant Disability	211	a. Valid codes: 0 or 1. b. Use Code ★ if the information is not available.	1 thru 7 1

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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

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APPENDIX J.3.2

**2002-2013 FILE LAYOUT OF THE RSA-911 FILES (POLICY
DIRECTIVE RSA-PD-03-07, SEPTEMBER 25, 2003)**

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

POLICY DIRECTIVE
RSA-PD-03-07
DATE: September 25, 2003

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)

SUBJECT: RSA-911 - Case Service Report

POLICY STATEMENT: This is to inform you that the Office of Management and Budget has approved the use of the Case Service Report (RSA-911) through May 31, 2004. The OMB control number for this collection is 1820-0508.

The data elements and record layout have not been changed from those transmitted with PD-00-06 (March 16, 2000). However, we have added a code to one element and revised the instructions to incorporate the items addressed in TAC 01-03 (August 30, 2001). Some instructions have also been rewritten to clarify previous ambiguities.

The due date for submitting RSA-911 data is November 30, following the end of a fiscal year. State VR agencies should examine their data for accuracy with the RSA Edit Program before submitting their file to us. The most current version of the edit program can be downloaded from the following URL: 216.197.121.123/r911/index.htm. All information must be provided in the format outlined in the edit specifications.

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: May 31, 2004

INQUIRIES

TO: RSA Central Office (202-205-9412) or Regional Offices.

Joanne Wilson
Commissioner

Attachments

CC: American Indian Vocational Rehabilitation Service Programs
Client Assistance Programs
Council of State Administrators of Vocational Rehabilitation
National Association of Protection and Advocacy Systems
National Council for Independent Living
National Organization of Rehabilitation Partners
National Rehabilitation Facilities Coalition
Regional Rehabilitation Continuing Education Programs
RSA Senior Management Team

Reporting Manual for the

CASE SERVICE REPORT

(RSA-911)

STATE-FEDERAL PROGRAM FOR VOCATIONAL REHABILITATION

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

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General Instructions

This section provides detailed edit and relational edit specifications for reporting RSA-911 data in a 213-character record image layout.

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; otherwise, records will be rejected in their entirety. 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 may 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 floppy diskette or CD-ROM should be in a flat file in the ASCII code set.
2. Data may be recorded on 3.5-inch diskettes or CDs.
3. Each record must be 213 characters in length.
4. The diskette or CD-ROM should have an external label identifying the contents as "RSA-911 Data for FY ____." The name of the submitting agency should also be included.
5. Use the following convention to name the file containing your R911 data "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.
6. If you would like to transmit your data electronically, please contact Patricia A. Nash on 202-205-9412 or Mary Naifeh on 202 205-9346 for specific instructions. Electronic transmissions should be compressed and password protected.

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0508 (Expiration Date: 02/28/2003). The time required to complete this information collection is estimated to average 45 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Rehabilitation Services Administration, Basic State Grants Branch, 330 C Street, S.W., Switzer Building, Room 3211, Washington, DC 20202-2735.

Element-by-Element Instructions:

CASE SERVICE REPORT

(RSA-911)

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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		State or territory	Agency Code	
	General/ Combined	Blind		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. The information recorded must reflect the individual's own identification of race and ethnicity from the categories listed below. **Both race and ethnicity should be reported.** If the ethnic category Hispanic or Latino (RP 37) is coded as 0, then one of the race categories (RP 32 through 36) must be coded as 1. Multiple Code 1 responses are permitted for an individual. Use Code * only if the information is not available due to circumstances beyond the agency's control. No blanks are permitted in any category.

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. Individualized Education Program (IEP)

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. Living Arrangement at Application

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. Primary Disability
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. Secondary Disability
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 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 - Homemaker refers to men and women whose activity is keeping house for persons in their households or for themselves if they live alone.

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

07 - Employment with Supports in Integrated Setting 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 - Student in Secondary Education

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

10 - Trainee, Intern or Volunteer 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 - Other 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. Weekly Earnings at Application
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 cash earnings of individuals at application and includes all wages, salaries, tips, and commissions received as income before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not 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.

17. Hours Worked in a Week at Application
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. Type of Public Support at Application

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 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 family 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).

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 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.

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
- 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

Assessment

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.

Diagnosis and Treatment of Impairments

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

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 academic training 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

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

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 Technology Service

Rehabilitation technology 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

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 or a closure type 4 placed in extended employment, enter a six-digit code to describe the individual's occupation when the service record was closed.

Using the Dictionary of Occupational Titles (DOT) published by the U.S. Department of Labor, enter the first six digits of the appropriate DOT code. Fill in leading zeros when they apply. Closure into an architectural occupation, for example, should be recorded as 001061.

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

599999 Homemaker (own home) refers to men and women whose activity is keeping house for their families, or themselves if they live alone.

699999 Worker in extended employment use this code for an individual who received services and was placed in extended employment. Do not use any other DOT occupational code. Closure type of 4 is applicable in such a case.

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
 699999 Worker in extended employment (closure type 4 only)
 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 closure types other than 3 and for closure type 4 cases not placed in extended employment

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). Beginning in FY 2002, 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 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.)
- 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. Beginning in FY 2002, 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.

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

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

7 - Employment with Supports in Integrated Setting 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. Competitive Employment
Record Position: 162

Enter a one-digit code to indicate whether the individual achieved competitive employment at the time the service record was closed. Competitive employment is employment in the competitive labor market that is performed on a full-time or part-time basis in an integrated setting and for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled. 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 and at not less than the customary wage and level of benefits paid to individuals who are not disabled doing the same or similar work. 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

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 except 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. Weekly Earnings at Closure
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 before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not 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 family 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).

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.
- 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
- * Information is not available for Closure Codes 1, 2, 6 and 7

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. Veteran Status
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. Significant Disability
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

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RSA-911 Record Layout

CASE SERVICE REPORT

(RSA-911)

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13	3. Closure Order	
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Edit Specifications by Element

CASE SERVICE REPORT

(RSA-911)

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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
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
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
4. Previous Closure	14	Valid codes: 0 thru 7.	1 thru 7
5. Date of Application	15-22	Format YYYYMMDD	1 thru 7
Year	15-18	Code year using all four digits (no blanks).	
Month	19-20	Valid codes: 01 thru 12.	
Day	21-22	Valid codes: 01 thru 31.	
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
7. Gender	31	a. Valid codes: 1 or 2.	1 thru 7
		b. Use Code * if information is not available.	1
8. Race and Ethnicity	32-37	a. Valid codes: 0 or 1 for each position. b. If the ethnic category Hispanic or Latino (RP 37) is coded as 0, then one of the race categories (RP 32 through 36) must be coded as 1.	1 thru 7
		c. Use Code * in the position if information is not available due to circumstances beyond the agency's control.	1 thru 7
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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
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 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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
-- 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
		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

¹ Agencies are encouraged to set criteria for flagging below \$40 per hour.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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 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
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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. 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
		c. Use Code * if information is not available.	1
27. Occupation at Closure	155-160	a. Valid codes: Except for special VR codes use Dictionary of Occupational Titles (DOT) 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 except for individuals placed in extended employment, a closure type 4, that is coded 699999.	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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
29. Competitive Employment	162	a. Valid codes: 0 or 1. b. Must equal 0 if Employment Status (RP 161) is coded 2, 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 than 0000 if Employment Status (RP 161) equals 1, 2 or 7.	3
		f. Use Code **** for all other closure codes.	1, 2, 4, 5, 6 and 7
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

² Agencies are encouraged to set criteria for flagging below \$40/hour.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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	<p>a. Valid codes: 0000 thru 9999 for each position.</p> <p>b. Must be numeric.</p> <p>c. Must NOT be negative.</p> <p>d. Fill in leading zeros when they apply.</p> <p>e. MUST be greater than 0000 if comparable Type of Public Support at Closure (RP 169-175) is coded 1.</p> <p>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.</p>	1 thru 7
		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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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 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
37. Reason for Closure	199-200	<p>a. Valid codes: 00 thru 14.</p> <p>b. Use Code 00 if Type of Closure (RP 198) is Code 3.</p> <p>c. Cannot equal Code 08, 09 or 11 if Type of Closure equals 4, 5, 6 or 7.</p> <p>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).</p> <p>e. Fill in leading zero when it applies.</p>	1 thru 7

3

- a. **If no code or incorrect code entered, entire record will be rejected.**
- b. **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
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
39. Supported Employment Status	209	a. Valid codes: 0 thru 2. b. Use Code * for all other closure codes.	3 thru 5 1, 2, 6 and 7
40. Veteran Status	210	a. Valid codes: 0 or 1. b. Use Code * if information is not available due to circumstances beyond the agency's control. c. Use Code * if the information is not available.	1 thru 7 2 thru 7 1
41. Significant Disability	211	a. Valid codes: 0 or 1. b. Use Code * if the information is not available.	1 thru 7 1

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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

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APPENDIX J.3.3
2002-2013 FILE LAYOUT OF THE RSA-911 FILES
(POLICY DIRECTIVE RSA-PD-04-04, SEPTEMBER 30, 2004)

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

POLICY DIRECTIVE
RSA-PD-04-04
DATE: September 30, 2004

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)

SUBJECT: RSA-911 - Case Service Report

POLICY STATEMENT: This is to inform you that the Office of Management and Budget has approved the use of the Case Service Report (RSA-911) through September 30, 2005. The OMB control number for this collection is 1820-0508.

The data elements and record layout have not been changed from those transmitted with PD-03-07 (September 25, 2003). However, some instructions and edit specifications have been revised to clarify previous ambiguities and provide new requirements for reporting data for extended employment closures. A summary of these changes, by element, can be found on pages 3-5 in the reporting manual.

The due date for submitting RSA-911 data is November 30, following the end of a fiscal year. State VR agencies should examine their data for accuracy with the two available edit programs (RSA_ERA and RSA Edit Program) before submitting their file to us. The most current version of the RSA_ERA will be transmitted via the RSA-911 Listserv. The most current version of the RSA Edit program can be downloaded from the following URL: <http://216.197.121.123/r911/index.htm>. All information must be provided in the format outlined in the edit specifications.

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: September 30, 2005

INQUIRIES

TO: RSA Central Office (202-245-7463) or Regional Offices.

Joanne Wilson
Commissioner

Attachments

CC: American Indian Vocational Rehabilitation Service Programs
Client Assistance Programs
Council of State Administrators of Vocational Rehabilitation
National Association of Protection and Advocacy Systems
National Council for Independent Living
National Organization of Rehabilitation Partners
National Rehabilitation Facilities Coalition
Regional Rehabilitation Continuing Education Programs
RSA Senior Management Team

Reporting Manual for the

CASE SERVICE REPORT

(RSA-911)

STATE-FEDERAL PROGRAM FOR VOCATIONAL REHABILITATION

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

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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 may 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 floppy diskette or CD-ROM should be in a flat file in the ASCII code set.
2. Data may be recorded on 3.5-inch diskettes or CDs.
3. Each record must be 213 characters in length.
4. The diskette or 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 R911 data "BAgXFYNN" using the same designators as described above.
6. If you would like to transmit your data electronically, please contact Patricia A. Nash on 202-245-7463 or Mary Naifeh on 520 547-2078 for specific instructions. Electronic transmissions should be compressed and password protected.

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0508 (Expiration Date: 09/30/2005). The time required to complete this information collection is estimated to average 45 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Rehabilitation Services Administration, Basic State Grants Branch, 400 Maryland Avenue, S.W., Potomac Center Plaza Building, Room 5009, Washington, DC 20202-2800.

**Summary of How PD-04-04 Differs from
PD-03-07, by Data Element in Alphabetical Order**

<u>Data element name</u>	<u>Record position</u>	<u>Change, if any, from PD-03-07</u>
Agency code	1-3	Required element for all closure codes.
Closure order	13	Required element for all closure codes.
Competitive employment	162	Deletes reference to “not less than the customary wage and level of benefits paid to individuals who are not disabled doing the same work.”
Cost of purchased services	104-109	
Date of application	15-22	Required element for all closure codes.
Date of birth	23-30	
Date of closure	201-208	Required element for all closure codes.
Date of eligibility determination	88-95	
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**Summary of How PD-04-04 Differs from
PD-03-07, by Data Element in Alphabetical Order**

<u>Data element name</u>	<u>Record position</u>	<u>Change, if any, from PD-03-07</u>
Monthly public support amount (closure)	176-191	
Occupation (closure)	155-160	No longer required for extended employment closures
Previous closure	14	Required element for all closure codes.
Preparation of Floppy Diskette, CD-ROM	NA	Provided convention for labeling disk and naming file
Primary disability	43-46	
Primary source of support (application)	82	Expanded instructions for Code 3
Primary source of support (closure)	192	Expanded instructions for Code 3
Projects-with-Industry	213	
Race and ethnicity	32-37	Required element for all closure codes. Instructions and edit specification revised and expanded.
Reason for closure	199-200	Required element for all closure codes.
Secondary disability	47-50	
Services provided	110-153	Expanded instructions to clarify coding for services provided directly by State VR agency without direct cost.
Significant disability	211	
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Source of referral	38	
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Type of closure	198	Required element for all closure codes.
Type of public support (application)	59-65	
Type of public support (closure)	169-175	
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**Summary of How PD-04-04 Differs from
PD-03-07, by Data Element in Alphabetical Order**

Data element name	Record position	Change, if any, from PD-03-07
Weekly earnings (application)	53-56	Revised edit specifications to require earnings greater than zero for employment codes 03 and 04.
Weekly earnings (closure)	163-166	No longer required for extended employment closures. Revised edit specifications to require earnings greater than zero for employment codes 3 and 4.

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Element-by-Element Instructions:

CASE SERVICE REPORT

(RSA-911)

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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		State or territory	Agency Code	
	General/ Combined	Blind		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 methods 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. Individualized Education Program (IEP)
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. Living Arrangement at Application
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. Primary Disability
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. Secondary Disability
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 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 - Homemaker refers to men and women whose activity is keeping house for persons in their households or for themselves if they live alone.

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

07 - Employment with Supports in Integrated Setting 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 - Student in Secondary Education

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

10 - Trainee, Intern or Volunteer 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 - Other 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. Weekly Earnings at Application
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 cash earnings of individuals at application and includes all wages, salaries, tips, and commissions received as income before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not 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.

17. Hours Worked in a Week at Application
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. Type of Public Support at Application

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 family 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
- 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

Assessment

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.

Diagnosis and Treatment of Impairments

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 academic training 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 Dictionary of Occupational Titles (DOT) published by the U.S. Department of Labor, enter the first six digits of the appropriate DOT code. Fill in leading zeros when they apply. Closure into an architectural occupation, for example, should be recorded as 001061.

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 DOT 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

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

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

7 - Employment with Supports in Integrated Setting 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. Competitive Employment
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

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 except 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. Weekly Earnings at Closure
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 before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not 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 family 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. Veteran Status

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. Significant Disability
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)

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2	1. Agency Code	
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7		
8	2. Social Security Number	
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11		
12		
13	3. Closure Order	
14	4. Previous Closure	
15	Year	5. Date of Application
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18	Month	5. Date of Application
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20		
21	Day	5. Date of Application
22		
23		
24	Year	6. Date of Birth
25		
26		
27	Month	6. Date of Birth
28		
29		
30	Day	6. Date of Birth
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33	8. Race & Ethnicity	
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47	14. Secondary Disability	
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51	15. Employment Status at Application	
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57	17. Hours Worked in a Week at Application		
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61	General Assistance		
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63	Veteran's Disability		
64	Worker's Compensation		
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66	19. Monthly Public Support Amount at Application		
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70			SSI
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73	TANF		
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100			Month
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RSA-911 RECORD LAYOUT

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110	Assessment	25. Services Provided
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115	Counseling & Guidance	
116	College or University Training	
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118	Occupational/Vocational	
119	Training	
120	On-the-job Training	
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122	Basic Academic Remedial or	
123	Literacy Training	
124	Job Readiness Training	
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126	Disability Related	
127	Augmentative Skills Training	
128	Miscellaneous Training	
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130	Job Search Assistance	
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132	Job Placement Assistance	
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134	On-the-job Supports	
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136	Transportation	
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138	Maintenance	
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140	Rehabilitation Technology	
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142	Reader	
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144	Interpreter	
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146	Personal Attendant	
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148	Technical Assistance	
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150	Information & Referral	
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154	26. Level of Education Attained at Closure	
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157	27. Occupation at Closure	
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164	30. Weekly Earnings at Closure		
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167	31. Hours Worked at Closure		
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169	SSI	32. Type of Public Support at Closure	
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Edit Specifications by Element

CASE SERVICE REPORT

(RSA-911)

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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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
7. Gender	31	a. Valid codes: 1 or 2.	1 thru 7
		b. Use Code * if information is not available.	1
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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.
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
-- 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
		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

¹ Agencies are encouraged to set criteria for flagging below \$40 per hour.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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
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	<p>a. Valid codes: 000000 thru 999999.</p> <p>b. MUST be numeric and may not be negative.</p> <p>c. Fill in leading zeros when they apply.</p>	1 thru 7

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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	<p>a. Valid codes: 0 thru 8.</p> <p>b. Level attained at closure must be greater than or equal to level at application.</p> <p>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.</p>	1 thru 7
		d. Use Code * if information is not available.	1
27. Occupation at Closure	155-160	<p>a. Valid codes: Except for special VR codes use Dictionary of Occupational Titles (DOT) published by the U.S. Department of Labor.</p> <p>b. Fill in leading zeros when they apply.</p> <p>c. MUST equal 599999 if Employment Status at Closure (RP 161) equals 5.</p>	3
		d. Use Code ***** for all other closure codes.	1, 2, 4, 5, 6 and 7
28. Employment Status at Closure	161	<p>a. Valid codes: 1, and 3 thru 7.</p> <p>b. If code=5, then Occupation at Closure (RP 155-160) MUST equal 599999.</p>	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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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 than 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
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

2

Agencies are encouraged to set criteria for flagging below \$40/hour.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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	<p>a. Valid codes: 0000 thru 9999 for each position.</p> <p>b. Must be numeric.</p> <p>c. Must NOT be negative.</p> <p>d. Fill in leading zeros when they apply.</p> <p>e. MUST be greater than 0000 if comparable Type of Public Support at Closure (RP 169-175) is coded 1.</p> <p>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.</p>	1 thru 7
		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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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

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	<p>a. Valid codes: 00 thru 14.</p> <p>b. Use Code 00 if Type of Closure (RP 198) is Code 3.</p> <p>c. Cannot equal Code 08, 09 or 11 if Type of Closure equals 4, 5, 6 or 7.</p> <p>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).</p> <p>e. Fill in leading zero when it applies.</p>	1 thru 7 REQUIRED ELEMENT
38. Date of Closure Year	201-208 201-204	<p>See edit specifications for Element #5 (Date of Application).</p> <p>a. Must equal Federal Fiscal Year of closure if Month of Closure (RP 205-206) equals 01-09.</p> <p>b. Must equal Federal Fiscal Year of Closure minus one if Month of Closure (RP 205-206) equals 10-12.</p>	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

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APPENDIX J.3.4

**2002-2013 FILE LAYOUT OF THE RSA-911 FILES
(POLICY DIRECTIVE RSA-PD-06-01, OCTOBER 24, 2005)**

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

POLICY DIRECTIVE
RSA-PD-06-01
DATE: October 24, 2005

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)

SUBJECT: RSA-911 - Case Service Report

POLICY
STATEMENT: 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, 2008. The OMB control number for this collection is 1820-0508.

The data elements and record layout have not been changed from those transmitted with PD-04-04 (September 30, 2004).

The due date for submitting RSA-911 data is November 30, following the end of a fiscal year. State 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. We also recommend using the RSA 911 Frequency Distribution Table Application to examine your data. This is a supplemental table generator that allows comparison of data over multiple fiscal years. Although it is useful, agencies are not required to use it. The application is available on the Internet at <http://www.rsadev.net/r911>. All information must be provided in the format outlined in the edit specifications.

The transition from the Dictionary of Occupational Title (DOT) to Standard Occupational Classification (SOC) codes in the RSA 911 data is scheduled for October 1, 2006, the first day of FY 2007. Beginning with FY 2007, RSA 911 occupational data must be reported using SOC codes. Until then, the RSA 911 data will continue to require DOT codes. It is important that all agencies report similar data for a given year. For FY 2005 and FY 2006, agencies need to report DOT codes in Record Positions (RPs) 155-160. Beginning in FY 2007, agencies will report SOC codes in RPs 155-160. RSA has developed a crosswalk of DOT to SOC codes. It is available on the Internet at the following URL or Internet address: <http://www.ed.gov/rschstat/eval/rehab/support/doc-soc.xls>.

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, 2008

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: Client Assistance Programs
Council of State Administrators of Vocational Rehabilitation
National Disability Rights Network
Regional Rehabilitation Continuing Education Programs

Reporting Manual for the

CASE SERVICE REPORT

(RSA-911)

STATE-FEDERAL PROGRAM FOR VOCATIONAL REHABILITATION

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

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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 may 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 floppy diskette or CD-ROM should be in a flat file in the ASCII code set.
2. Data may be recorded on 3.5-inch diskettes or CDs.
3. Each record must be 213 characters in length.
4. The diskette or 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 R911 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 Mary Naifeh on 520-547-2078 or Vernita Washington on 202-245-7479 for specific instructions. Electronic transmissions should be compressed and password protected.
7. RSA-911 data on CDs or floppy disks can be sent using private carriers such as FEDEX, UPS or another private carrier to the following address:

US Department of Education
State Monitoring and Program Improvement Division
Data Collection and Analysis Unit
ATTN: Vernita Washington
550 12th Street, S.W., PCP 5011
Washington, DC 20202-2800

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

US Department of Education
State Monitoring and Program Improvement Division
Data Collection and Analysis Unit
ATTN: Vernita Washington, PCP 5011
7100 Old Landover Road
Landover, Maryland 20785-1506

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0508 (Expiration Date: 10/31/2008). The time required to complete this information collection is estimated to average 45 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Rehabilitation Services Administration, Basic State Grants Branch, 400 Maryland Avenue, S.W., Potomac Center Plaza Building, Room 5009, Washington, DC 20202-2800.

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Element-by-Element Instructions:

CASE SERVICE REPORT

(RSA-911)

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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		State or territory	Agency Code	
	General/ Combined	Blind		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. Individualized Education Program (IEP)
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. Living Arrangement at Application
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. Primary Disability
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. Secondary Disability
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 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 - Homemaker refers to men and women whose activity is keeping house for persons in their households or for themselves if they live alone.

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

07 - Employment with Supports in Integrated Setting 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 - Student in Secondary Education

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

10 - Trainee, Intern or Volunteer 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 - Other 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. Weekly Earnings at Application
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 cash earnings of individuals at application and includes all wages, salaries, tips, and commissions received as income before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not 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.

17. Hours Worked in a Week at Application
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. Type of Public Support at Application

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 family 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
- 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

Assessment

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.

Diagnosis and Treatment of Impairments

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 academic training 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 Dictionary of Occupational Titles (DOT) published by the U.S. Department of Labor, enter the first six digits of the appropriate DOT code. Fill in leading zeros when they apply. Closure into an architectural occupation, for example, should be recorded as 001061.

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 DOT 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: Beginning with FY 2007, RSA 911 occupational data must be SOC codes. Until then, RSA 911 data will require DOT codes. It is important that all agencies report the same data for a given year. For FY 2005 and FY 2006, agencies need to report DOT codes in Record Position (RP) 155-160. Beginning in FY 2007, agencies will 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 - 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 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 - Homemaker refers to men and women whose activity is keeping house for persons in their households or for themselves if they live alone.

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

7 - Employment with Supports in Integrated Setting 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. Competitive Employment
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

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 except 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. Weekly Earnings at Closure
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 before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not 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 family 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. Veteran Status

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. Significant Disability
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

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13	3. Closure Order	
14	4. Previous Closure	
15	Year	5. Date of Application
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23	Year	6. Date of Birth
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27	Month	
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31	7. Gender	
32	White	8. Race & Ethnicity
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34	American Indian or Alaska Native	
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36	Native Hawaiian or Other Pacific Islander	
37	Hispanic or Latino	
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Edit Specifications by Element

CASE SERVICE REPORT

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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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
7. Gender	31	a. Valid codes: 1 or 2.	1 thru 7
		b. Use Code * if information is not available.	1
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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.
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
-- 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
		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

¹ Agencies are encouraged to set criteria for flagging below \$40 per hour.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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	<p>a. Valid codes: 0 thru 8.</p> <p>b. Level attained at closure must be greater than or equal to level at application.</p> <p>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.</p>	1 thru 7
		d. Use Code * if information is not available.	1
27. Occupation at Closure	155-160	<p>a. Valid codes: Except for special VR codes use Dictionary of Occupational Titles (DOT) published by the U.S. Department of Labor.</p> <p>b. Fill in leading zeros when they apply.</p> <p>c. MUST equal 599999 if Employment Status at Closure (RP 161) equals 5.</p>	3
		d. Use Code ***** for all other closure codes.	1, 2, 4, 5, 6 and 7
28. Employment Status at Closure	161	<p>a. Valid codes: 1, and 3 thru 7.</p> <p>b. If code=5, then Occupation at Closure (RP 155-160) MUST equal 599999.</p>	3
		<p>c. Valid code: 2. A code of 2 is applicable only to closure type (RP 198) 4.</p>	4
		d. 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
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 than 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
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

² Agencies are encouraged to set criteria for flagging below \$40/hour.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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	<p>a. Valid codes: 0000 thru 9999 for each position.</p> <p>b. Must be numeric.</p> <p>c. Must NOT be negative.</p> <p>d. Fill in leading zeros when they apply.</p> <p>e. MUST be greater than 0000 if comparable Type of Public Support at Closure (RP 169-175) is coded 1.</p> <p>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.</p>	1 thru 7
		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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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

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	<p>a. Valid codes: 00 thru 14.</p> <p>b. Use Code 00 if Type of Closure (RP 198) is Code 3.</p> <p>c. Cannot equal Code 08, 09 or 11 if Type of Closure equals 4, 5, 6 or 7.</p> <p>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).</p> <p>e. Fill in leading zero when it applies.</p>	1 thru 7 REQUIRED ELEMENT
38. Date of Closure Year	201-208 201-204	<p>See edit specifications for Element #5 (Date of Application).</p> <p>a. Must equal Federal Fiscal Year of closure if Month of Closure (RP 205-206) equals 01-09.</p> <p>b. Must equal Federal Fiscal Year of Closure minus one if Month of Closure (RP 205-206) equals 10-12.</p>	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

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APPENDIX J.3.5

**2002-2013 FILE LAYOUT OF THE RSA-911 FILES
(POLICY DIRECTIVE RSA-PD-07-01, OCTOBER 5, 2006)**

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

POLICY DIRECTIVE

RSA-PD-07-01

DATE: October 5, 2006

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)

SUBJECT: Amendment to PD-06-01, dated October 24, 2005, transmitting
instructions for the RSA-911 - Case Service Report
(OMB approval Number: 1820-0508; expiration date: October 31, 2008)

POLICY

STATEMENT: This Policy Directive (PD) is to provide you with information that will be
important (1) as you prepare your FY 2006 RSA-911 submission and (2)
as you begin collecting information on service records closed this year that
will be reported at the end of FY 2007.

With one important exception, the data elements and record layout in this
PD have not been changed from those transmitted with PD-06-01
(October 24, 2005).

The critical change in the attached instructions involves the reporting on
Item 27, Occupation at Closure. The transition from the Dictionary of
Occupational Title (DOT) to Standard Occupational Classification (SOC)
codes in the RSA-911 data took place on October 1, 2006, the first day of
FY 2007. Beginning with FY 2007, RSA-911 occupational data must be
reported using SOC codes. Item 27 in the instructions attached to this PD
has been amended to reflect use of the SOC codes.

For service records closed prior to October 1, 2006, the use of DOT codes
in the RSA-911 is required. Therefore, for reporting FY 2006 data, state
agencies should continue to use the instructions transmitted with PD-06-
01.

It is important that all agencies report similar data for a given year. Therefore, for FY 2006, agencies must continue to report DOT codes in Record Positions (RPs) 155-160. Beginning in FY 2007, agencies must report SOC codes in RPs 155-160.

RSA has developed a crosswalk of DOT to SOC codes. It is available on the Internet at the following URL or Internet address:
<http://www.ed.gov/rschstat/eval/rehab/support/doc-soc.xls>.

In addition, there are some links from the O*NET website that may be helpful: <http://online.onetcenter.org> (includes a crosswalk for DOT/ SOC codes); <http://www.onetcodeconnector.org> (includes occupation keyword search); and <http://www.onetcenter.org/whatsnew.html> (includes updates to the SOC codes).

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.

State VR agencies should examine their data for accuracy with the RSA_ERA Program before submitting their file to RSA. The most current version of the RSA_ERA can be downloaded from the following URL: http://www.scvrd.net/g_eralink.html. There are two versions of the edit program located at this website: one for use when reporting FY 2006 data and one for use with FY 2007 data.

It is also recommended that state agencies use the RSA-911 Frequency Distribution Table Application to examine RSA-911 data. This is a supplemental table generator that allows comparison of data over multiple fiscal years. Although it is useful, agencies are not required to use it. The application is available on the Internet at <http://www.rsadev.net/r911>.

For questions regarding the coding on the RSA-911 or the use of the edit programs, 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, 2008

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
Client Assistance Programs
National Disability Rights Network
Regional Rehabilitation Continuing Education Programs

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)

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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 floppy diskette or CD-ROM should be in a flat file in the ASCII code set.
2. Data may be recorded on 3.5-inch diskettes or CDs.
3. Each record must be 213 characters in length.
4. The diskette or 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 or floppy disks can be sent using private carriers such as FEDEX, UPS or another private carrier to the following address:

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

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

US Department of Education
State Monitoring and Program Improvement Division
Data Collection and Analysis Unit
ATTN: Vernita Washington, PCP 5047
7100 Old Landover Road
Landover, Maryland 20785-1506

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0508 (Expiration Date: 10/31/2008). The time required to complete this information collection is estimated to average 45 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Rehabilitation Services Administration, Data Collection and Analysis Unit, 400 Maryland Avenue, S.W., Potomac Center Plaza Building, Room 5057, Washington, DC 20202-2800.

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Element-by-Element Instructions:

CASE SERVICE REPORT

(RSA-911)

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Element-by-Element Instructions1. 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		State or territory	Agency Code	
	General/ Combined	Blind		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. Individualized Education Program (IEP)

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. Living Arrangement at Application

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. Primary Disability
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. Secondary Disability
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 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 - Homemaker refers to men and women whose activity is keeping house for persons in their households or for themselves if they live alone.

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

07 - Employment with Supports in Integrated Setting 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 - Student in Secondary Education

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

10 - Trainee, Intern or Volunteer 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 - Other 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. Weekly Earnings at Application
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 cash earnings of individuals at application and includes all wages, salaries, tips, and commissions received as income before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not 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.

17. Hours Worked in a Week at Application
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. Type of Public Support at Application

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 family 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
- 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

Assessment

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.

Diagnosis and Treatment of Impairments

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 academic training 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 - 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 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 - Homemaker refers to men and women whose activity is keeping house for persons in their households or for themselves if they live alone.

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

7 - Employment with Supports in Integrated Setting 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. Competitive Employment

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

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 except 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. Weekly Earnings at Closure
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 before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses.

Do not 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 family 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. Veteran Status
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. Significant Disability
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

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RSA-911 Record Layout

CASE SERVICE REPORT

(RSA-911)

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13	3. Closure Order	
14	4. Previous Closure	
15	Year	5. Date of Application
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RSA-911 RECORD LAYOUT

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126	Disability Related	
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Edit Specifications by Element

CASE SERVICE REPORT

(RSA-911)

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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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
7. Gender	31	a. Valid codes: 1 or 2.	1 thru 7
		b. Use Code * if information is not available.	1
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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.
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
-- 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
		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

¹ Agencies are encouraged to set criteria for flagging below \$40 per hour.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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
		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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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 than 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
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

²

Agencies are encouraged to set criteria for flagging below \$40/hour.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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	<p>a. Valid codes: 0000 thru 9999 for each position.</p> <p>b. Must be numeric.</p> <p>c. Must NOT be negative.</p> <p>d. Fill in leading zeros when they apply.</p> <p>e. MUST be greater than 0000 if comparable Type of Public Support at Closure (RP 169-175) is coded 1.</p> <p>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.</p>	1 thru 7
		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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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

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	<p>a. Valid codes: 00 thru 14.</p> <p>b. Use Code 00 if Type of Closure (RP 198) is Code 3.</p> <p>c. Cannot equal Code 08, 09 or 11 if Type of Closure equals 4, 5, 6 or 7.</p> <p>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).</p> <p>e. Fill in leading zero when it applies.</p>	1 thru 7 REQUIRED ELEMENT
38. Date of Closure Year	201-208 201-204	<p>See edit specifications for Element #5 (Date of Application).</p> <p>a. Must equal Federal Fiscal Year of closure if Month of Closure (RP 205-206) equals 01-09.</p> <p>b. Must equal Federal Fiscal Year of Closure minus one if Month of Closure (RP 205-206) equals 10-12.</p>	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

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APPENDIX J.3.6

**2002-2013 FILE LAYOUT OF THE RSA-911 FILES
(POLICY DIRECTIVE RSA-PD-12-05, FEBRUARY 8, 2012)**

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

POLICY DIRECTIVE

RSA-PD-12-05

DATE: February 8, 2012

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 November 30, 2014. The OMB control number for this collection is 1820-0508.

POLICY: The data elements and record layout have not been changed from those transmitted with PD-09-01 (December 9, 2008).

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: Link to ERA: www.rsa.scvrd.net.

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: November 30, 2014

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

Edward Anthony, Ph.D.
Deputy Commissioner

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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Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 45 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefits (Section 106 of the Rehabilitation Act of 1973). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0508. Note: Please do not return the completed Case Service Report to this address.

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 213 characters 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:

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

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

US Department of Education
State Monitoring and Program Improvement Division
Data Collection and Analysis Unit
ATTN: Vernita Washington, PCP 5047
7100 Old Landover Road
Landover, Maryland 20785-1506

Element-by-Element Instructions:

CASE SERVICE REPORT

(RSA-911)

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Element-by-Element Instructions1. 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		State or territory	Agency Code	
	General/ Combined	Blind		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		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. Individualized Education Program (IEP)

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. Living Arrangement at Application

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
- Other
- ** Information is not available for Closure Code 1

13. Primary Disability
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. Secondary Disability
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 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 - Homemaker refers to men and women whose activity is keeping house for persons in their households or for themselves if they live alone.

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

07 - Employment with Supports in Integrated Setting 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 - Student in Secondary Education

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

10 - Trainee, Intern or Volunteer 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 - Other 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. Weekly Earnings at Application
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 cash earnings of individuals at application and includes all wages, salaries, tips, and commissions received as income before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not 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.

17. Hours Worked in a Week at Application
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. Type of Public Support at Application

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 family 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
- 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

Assessment

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.

Diagnosis and Treatment of Impairments

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 academic training 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 - 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 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 - Homemaker refers to men and women whose activity is keeping house for persons in their households or for themselves if they live alone.

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

7 - Employment with Supports in Integrated Setting 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. Competitive Employment

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

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 except 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. Weekly Earnings at Closure
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 before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses.

Do not 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 family 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. Veteran Status
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. Significant Disability
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

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RSA-911 Record Layout

CASE SERVICE REPORT

(RSA-911)

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Edit Specifications by Element

CASE SERVICE REPORT

(RSA-911)

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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	15-22	Format YYYYMMDD	1 thru 7 REQUIRED ELEMENT
Year	15-18	Code year using all four digits (no blanks). Cannot be prior to 1921.	
Month	19-20	Valid codes: 01 thru 12.	
Day	21-22	Valid codes: 01 thru 31.	
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
7. Gender	31	a. Valid codes: 1 or 2.	1 thru 7
		b. Use Code * if information is not available.	1
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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.
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
-- 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
		c. Use Code * in the position if information is not available.	1
19. Monthly Public Support Amount at Application	66-81	<p>a. Valid codes: 0000 thru 9999 for each position.</p> <p>b. Must be numeric.</p> <p>c. Must NOT be negative.</p> <p>d. Fill in leading zeros when they apply.</p> <p>e. MUST be greater than 0000 if comparable Type of Public Support at Application is coded 1 in any RP 59 thru 65.</p> <p>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.</p>	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

¹ Agencies are encouraged to set criteria for flagging below \$40 per hour.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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
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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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	<p>a. Valid codes: 0 thru 8.</p> <p>b. Level attained at closure must be greater than or equal to level at application.</p> <p>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.</p>	1 thru 7
		d. Use Code * if information is not available.	1
27. Occupation at Closure	155-160	<p>a. Valid codes: Except for special VR codes use Standard Occupational Classification (SOC) codes published by the U.S. Department of Labor.</p> <p>b. Fill in leading zeros when they apply.</p> <p>c. MUST equal 599999 if Employment Status at Closure (RP 161) equals 5.</p>	3
		d. Use Code ***** for all other closure codes.	1, 2, 4, 5, 6 and 7
28. Employment Status at Closure	161	<p>a. Valid codes: 1, and 3 thru 7.</p> <p>b. If code=5, then Occupation at Closure (RP 155-160) MUST equal 599999.</p>	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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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 than 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
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

² Agencies are encouraged to set criteria for flagging below \$40/hour.

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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	<p>a. Valid codes: 0000 thru 9999 for each position.</p> <p>b. Must be numeric.</p> <p>c. Must NOT be negative.</p> <p>d. Fill in leading zeros when they apply.</p> <p>e. MUST be greater than 0000 if comparable Type of Public Support at Closure (RP 169-175) is coded 1.</p> <p>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.</p>	1 thru 7
		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

ELEMENT NAME	RECORD POSITION	EDIT SPECIFICATION	APPLICABLE TYPE OF CLOSURE CODE
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

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	<p>a. Valid codes: 00 thru 14.</p> <p>b. Use Code 00 if Type of Closure (RP 198) is Code 3.</p> <p>c. Cannot equal Code 08, 09 or 11 if Type of Closure equals 4, 5, 6 or 7.</p> <p>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).</p> <p>e. Fill in leading zero when it applies.</p>	1 thru 7 REQUIRED ELEMENT
38. Date of Closure Year	201-208 201-204	<p>See edit specifications for Element #5 (Date of Application).</p> <p>a. Must equal Federal Fiscal Year of closure if Month of Closure (RP 205-206) equals 01-09.</p> <p>b. Must equal Federal Fiscal Year of Closure minus one if Month of Closure (RP 205-206) equals 10-12.</p>	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

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APPENDIX J.4

**2014 TO 2017 FILE LAYOUT OF THE RSA-911 FILES
(POLICY DIRECTIVE RSA-PD-14-01, OCTOBER 25, 2013)**

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

POLICY DIRECTIVE

RSA-PD-14-01

DATE: October 25, 2013

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES
STATE REHABILITATION COUNCILS
CLIENT ASSISTANCE PROGRAMS
AMERICAN INDIAN VOCATIONAL REHABILITATION SERVICES
TECHNICAL ASSISTANCE AND CONTINUING EDUCATION
CENTERS

SUBJECT: Revision of PD-13-05 Vocational Rehabilitation Program Case Service
Report (RSA-911) data elements.

POLICY: Through this Policy Directive (PD), the Rehabilitation Services Administration (RSA) is transmitting a copy of the amendments to the revised RSA-911 and instructions for the vocational rehabilitation (VR) and supported employment (SE) programs. These revisions were made as a result of questions and comments received from state VR agencies that identified needed modifications to the RSA-911 instructions. The Office of Management and Budget (OMB) has approved this information collection OMB control number 1820-0508 until May 31, 2016. RSA will implement the revised RSA-911 and instructions for federal fiscal year 2014 and all subsequent fiscal years, beginning on October 1, 2013. RSA uses the RSA-911 to collect data on the VR and SE programs authorized under Titles I and VI, respectively, of the *Rehabilitation Act of 1973*, as amended (*Rehabilitation Act*). As mandated by Sections 101(a)(10) and 626 of the *Rehabilitation Act*, the RSA-911 captures a variety of demographic and other data for each individual whose service record is closed during the fiscal year, including, but not limited to:

- Type of disability;
- Services provided through the VR and SE programs;
- Providers and costs of services provided; and
- Employment outcomes achieved at the time of service record closure.

RSA uses these data to compile the annual report to Congress and the President required by Section 13 of the *Rehabilitation Act*, as well as to:

- provide information necessary for the completion of the Department of Education annual budget request;
- respond to inquiries from Congress, other federal agencies, states, organizations, and private individuals; and
- respond to audits conducted by the Department of Education's Office of Inspector General and the General Accountability Office.

The amendments to the data elements as described in PD-13-05 (July 10, 2013) are listed below.

Data		
Element Number	Data Element Description	Change, if any, from current RSA-911
15	Zip Code at Application	Changed data element name to indicate that zip code to be collected corresponds to the location of the individual's residence at the time of application.
16	County Name at Application	Changed data element name to indicate that the county name to be collected corresponds to the location of the individual's residence at the time of application.
17	Source of Referral	Coding options start at 1 and not 0.
19	Level of Education Attained at Application	Coding option 3 is clarified in an added notation. Coding option 10 includes licenses as well as certificates.
35	Primary Source of Support at Application	Employment earnings are included in coding option 1 - Personal Income.
50	Supported Employment Goal	Instructions have been clarified to state that "received supported employment services" refers to an individual whose service record was closed with a closure type of 3 or 4. Also, instructions were clarified to state that for closure types other than 3 or 4, this data element should be left blank. Additionally, coding option 0 (the individual had no supported employment goal identified in their IPE at any point during their rehabilitation) has been removed.
51-190	Services Provided and Costs for Purchased Services	Instructions have been clarified to state that except for certain services such as assessment that can be provided to determine eligibility prior to an IPE or to assign an individual to a priority category, the services provided should be those identified on the IPE, not services merely authorized, but actually provided.
51-190	Services Provided and Costs for Purchased Services - 5) Comparable Services and Benefits Provider	Coding option 00 (No comparable services or benefits were provided) has been eliminated. If no comparable services or benefits were provided, users should leave the data element blank.

Data Element Number	Data Element Description	Change, if any, from current RSA-911
81-85	Occupational or Vocational Training	Instructions were clarified to state that training under this service category does not lead to certification.
191	Level of Education Attained at Closure	Coding option 3 is clarified in an added notation. Coding option 10 includes licenses as well as certificates.
193	Number of Jobs at Closure	‘Occupations’ was removed from the title of this data element.
195	Start Date of Employment in Primary Occupation at Closure	Instructions were clarified to explain that for individuals who were employed at application, this date would be prior to the date of application. Additionally, the date of closure must be no less than 90 days following cessation of VR services and the satisfaction of all other case closure criteria.
206	Primary Source of Support at Closure	Employment earnings are included in coding option 1 - Personal Income.

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 record layout.

For questions regarding the coding or submission of the RSA-911, 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: May 31, 2016

INQUIRIES

TO: RSA state liaisons

/s/

Janet L. LaBreck
Commissioner

Attachments

cc: Edward Anthony, Deputy Commissioner
Council of State Administrators of Vocational Rehabilitation
National Council of State Agencies for the Blind
National Disability Rights Network

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Reporting Manual for the
**CASE SERVICE RECORD REPORT
(RSA-911)**

**State-Federal Program for
Vocational Rehabilitation**

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RSA-911 RECORD LAYOUT 43

GENERAL INSTRUCTIONS

Reported records pertain to all individuals whose service records were closed in a given Federal fiscal year (FY).

The due date for RSA-911 submittals is November 30 following the Federal FY (October 1 to September 30) of reference.

All records submitted must be unique. The Agency Code, Social Security Number, and Closure Order Code determine the "uniqueness" of a given case service record. Duplicate case service records will be rejected. For example, case service records with an Agency Code, Social Security Number, and Closure Order Code identical to those 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 FY, enter "2" in the Closure Order Code. Enter "3" for a third closure and "4" for a fourth closure, etc.

The format is no longer fixed length file, but has been changed to a delimited format. Each data element is accompanied by data type information that will serve as a guide to submitting valid values, but values that are not at the maximum length for the data type will no longer cause problems for the submission of the file. The three data types used are:

DATA TYPE	DESCRIPTION
VARCHAR (n)	This data type can hold any character(s) with a maximum length defined by the number within the parentheses. All variable character (VARCHAR) data elements within the RSA-911 hold numeric characters with the exception of County data element which can be alphanumeric.
Date 112 (YYYYMMDD)	<p>This data type holds dates in the eight-digit format of year, month, and day. All dates reported on the RSA-911 must be in the format of YYYYMMDD, where YYYY is Year, MM is Month and DD is Day.</p> <p>For Year: Record the year using all four digits of the year.</p> <p>For Month: Record the months using two digits. For example, use 01 for January, 02 for February, etc.</p> <p>For Day of the month: Record the day of the month using a "0" prefix for single digit date of days. For example, 01, 02, 03, etc.</p>

DATA TYPE	DESCRIPTION
INT(n)	This data type can hold any integer (whole number) with a maximum length of integers as defined by the number within the parentheses. Number of hours worked and dollar amounts for monthly amounts of public support, funds expended, and weekly earnings must be reported as positive integers.

Agencies should leave blank those data elements that are incomplete because cases were closed with a closure code 1, as the file format of the RSA-911 will no longer require the file to be of a fixed length.

Data element numbers are in the order of the record layout for text file submission. Also refer to the Record Layout listing on page 43.

**COMPARISON OF THE NEW RSA-911 TO THE PREVIOUS RSA-911
CASE SERVICE REPORT**

Note: New data elements are listed in bold.

Data Element Number	Data Element Description	Change, if any, from current RSA-911
1	Agency Code	No change
2	Social Security Number	Revised instructions.
3	Closure Order	No change
4	Previous Closure	No change
5	Date of Application	Revised instructions. Single date format instead of separate data elements for year, month, and day.
6	Date of Birth	Single date format instead of separate data elements for year, month, and day.
7	Gender	No change
8-12	Race	Changed from one element with many record position descriptions to multiple data elements individually numbered with expanded definitions.
13	Ethnicity	Race and Ethnicity data elements have been split and will follow OMB recommendations. Revised the instructions concerning self-reporting individuals of Hispanic or Latino ethnicity.
14	Veteran Status	This element was previously data element number 40.
15	Zip Code at Application	New data element.
16	County Name at Application	New data element.
17	Source of Referral	New codes added; Physician or Other Medical Personnel or Medical Institutions (public or private) has been revised.
18	Involvement with Other Agencies and Services at Application	New data element.
19	Level of Education Attained at Application	Coding options have been revised/added to allow for more specificity.
20	Student with Disability in Secondary Education at Application	Replaces Individualized Education Program (IEP).
21	Living Arrangement at Application	No change.
22	Primary Disability	No change.

Data Element Number	Data Element Description	Change, if any, from current RSA-911
23	Secondary Disability	No change.
24	Significance of Disability	This data element was previously data element number 41 and entitled "Significant Disability." Instructions have been enhanced and coding options now include "Most Significant Disability" in addition to "No Significant Disability" and "Significant Disability."
25	Employment Status at Application	Examples are given for "Not employed: All Other Students."
26	Weekly Earnings at Application	Deleted instructions that dealt with fixed length data.
27	Hours Worked in a Week at Application	Deleted instructions that dealt with filling in leading zeros. Added statement that if individual generated no earnings, the data element should be "0".
28-34	Monthly Public Support Amount at Application	Type of Public Support at Application has been incorporated into Monthly Public Support Amount at Application. Changed from one element with many record position descriptions to multiple data elements individually numbered and added General Assistance (State or local government), Veterans' Disability Benefits, and Workers' Compensation. Description of All Other Public Support has been enhanced. Deleted instructions that dealt with dollar rounding and fixed length data.
35	Primary Source of Support at Application	Instructions and coding option descriptions have been enhanced.
36-41	Medical Insurance Coverage at Application	Changed from one element with many record position descriptions to multiple data elements individually numbered. Added specific language to a new code for those who get insurance from their employer after a certain period of employment. The description for Private Insurance through Other Means has been enhanced.
42	Start Date of Trial Work Experience	New data element
43	End Date of Trial Work Experience	New data element
44	Start Date of Extended Evaluation	New data element
45	End Date of Extended Evaluation	New data element

Data Element Number	Data Element Description	Change, if any, from current RSA-911
46	Date of Eligibility Determination	Single date format instead of separate data elements for day, month, and year.
47	Date of Placement on Order of Selection (OOS) Waiting List	New data element
48	Date of Exit from OOS Waiting List	New data element
49	Date of Individualized Plan for Employment (IPE)	Single date format instead of separate data elements for year, month, and day.
50	Supported Employment Goal	Replaces data element number 39, Supported Employment Status. Instructions and codes were revised extensively.
51-190	Services Provided and Costs for Purchased Services	Combines Cost of Purchased Services and Services Provided. Each service category has the following five data elements: (1) Services Provided (2) Primary Purchased VR Service Provider Type (3) State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services (4) Supported Employment State Grant (Title VI, Part b) Funds Used to Purchase Services (5) Comparable Services and Benefits Providers
51-55	Assessment	Expanded definition
56-60	Diagnosis & Treatment of Impairments	Expanded definition
61-65	Vocational Rehabilitation Counseling & Guidance	Description changed to align with the regulations.
66-70	Graduate College or University Training	College or University Training has been broken out into three data elements: (1) Graduate College or University Training (2) Four-Year College or University Training (3) Junior or Community College Training
71-75	Four-Year College or University Training	
76-80	Junior or Community College Training	
81-85	Occupational or Vocational Training	Instructions were expanded and modified to state that training under this service category does not lead to certification.

Data Element Number	Data Element Description	Change, if any, from current RSA-911
86-90	On-the-job Training	Apprenticeship training has been separated out from on-the-job training.
91-95	Apprenticeship Training	New data element
96-100	Basic Academic Remedial or Literacy Training	No change
101-105	Job Readiness Training	No change
106-110	Disability-Related Skills Training	No change
111-115	Miscellaneous Training	Expanded definition
116-120	Job Search Assistance	No change
121-125	Job Placement Assistance	No change
126-130	On-the-job Supports –Short Term	On-the-job Supports broken out into short term and supported employment.
131-135	On-the-job Supports – Supported Employment	On-the-job Supports broken out into short term and supported employment.
136-140	Transportation	Expanded definition
141-145	Maintenance	No change
146-150	Rehabilitation Technology	Expanded definition
151-155	Reader Services	No change
156-160	Interpreter Services	No change
161-165	Personal Attendant Services	Expanded definition
166-170	Technical Assistance Services	No change
171-175	Information & Referral Services	Definition has been clarified.
176-180	Benefits Counseling	New data element
181-185	Customized Employment Services	New data element
186-190	Other Services	Definition has been streamlined.
191	Level of Education Attained at Closure	Coding options have been revised/added to allow for more specificity.
192	Student with Disability in Secondary Education at Closure	New data element
193	Number of Jobs at Closure	New data element

Data Element Number	Data Element Description	Change, if any, from current RSA-911
194	Primary Occupation at Closure	Added the word "Primary" to the data element name. Description enhanced to specify occupation must be consistent with the employment goal on the individual's IPE. Added detailed instructions for individuals who exit with multiple occupations. Language regarding the use of DOT codes has been deleted.
195	Start Date of Employment in Primary Occupation at Closure	New data element
196	Employment Status at Closure	Deleted coding option (2) Extended Employment code.
197	Weekly Earnings at Closure	Description enhanced to specify earnings must be from employment that is consistent with the employment goal on the individual's IPE. Deleted instructions that dealt with fixed length data.
198	Hours Worked in a Week at Closure	Description enhanced to specify hours worked must be from employment that is consistent with the employment goal on the individual's IPE. Deleted instructions that dealt with filling in leading zeros.
199-205	Monthly Public Support Amount at Closure	Type of Public Support at Closure has been incorporated into Monthly Public Support Amount at Closure. Changed from one data element with many record position descriptions to multiple data elements individually numbered and added General Assistance (State or local government), Veterans' Disability Benefits, and Workers' Compensation. Description of All Other Public Support has been enhanced. Deleted instructions that dealt with dollar rounding and fixed length data.
206	Primary Source of Support at Closure	Instructions have been enhanced.
207-212	Medical Insurance Coverage at Closure	Changed from one data element with many record position descriptions to multiple data elements individually numbered. Added specific language to a new code for those who obtain insurance from their employer after a certain period of employment.
213	Type of Closure	No change
214	Reason for Closure	Some reasons for closure have been combined while others have been broken out. Four reasons have been identified as "ineligible."

Data Element Number	Data Element Description	Change, if any, from current RSA-911
215	Date of Closure	Single date format instead of separate data elements for year, month, and day.

INSTRUCTIONS FOR PREPARATION OF ELECTRONIC TRANSMITTAL

Submitting RSA-911 data via secured file transfer protocol (SFTP) is now preferred to submitting on CD-ROM. In order to upload your RSA-911 data file to the RSA SFTP server, you will need to download a free SFTP program onto your computer. Below is a list of a few free SFTP software packages and links to their websites. Follow the downloading instructions to install SFTP software on your system.

[WinSCP](#)

[FileZilla](#)

[Core FTP LE](#)

Once you have completed downloading the software, you will need to establish a connection to RSA's SFTP server. The name of the server that you will be uploading the RSA-911 data file to is:

edsecureftp.ed.gov

Your user-id is "rsa-ba-g", where "ba" is the official postal abbreviation for your state/territory and "g" is the type of agency, that is "g"=general, "c"=combined and "b"=blind. Likewise, the naming convention for the RSA-911 data file is "BAgXFYNN", where "BA" is the official postal abbreviation for your state/territory, "g" is the type of agency, that is "g"=general, "c"=combined and "b"=blind, "X" is the number of the submission, that is, "1"=first, "2"=second, etc. "NN" is the last two digits of the reported fiscal year.

As an example, since the Oklahoma Department of Rehabilitation Services is a combined agency, the user ID would be: rsa-ok-c and the name of the FY2014 file would be OKc1FY14.

Passwords will be distributed by RSA to VR agency staff responsible for submitting RSA-911 data files. Passwords will be managed and maintained by Vernita Washington at vernita.washington@ed.gov or 202-245-7479 or Joan Ward at joan.ward@ed.gov or 202-245-7565.

If agencies are unable to submit data to the SFTP server, data are to be sent on a compact disc via overnight services with an external label identifying the contents as "RSA-911 Data for BAgXFYNN" following the naming convention as described above and must be signed for by the recipient.

If by private carrier:

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

If by USPS:

US 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

If you need additional information, contact either Vernita Washington at vernita.washington@ed.gov or 202-245-7479; or Joan Ward at joan.ward@ed.gov or 202-245-7565.

Element-by-Element Instructions: CASE SERVICE RECORD REPORT (RSA-911)

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 81.25 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is mandatory as required by the Rehabilitation Act of 1973, as amended. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0508. Note: Please do not return the completed RSA-911 to this address.

1. Agency Code
Data type: VARCHAR (3)

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

State or Territory	General/ Combined	Blind
Alabama	001	057
Alaska	002	058
American Samoa	003	059
Arizona	004	060
Arkansas	005	061
California	006	062
Colorado	007	063
Connecticut	008	064
Delaware	009	065
District of Columbia	010	066
Florida	011	067
Georgia	012	068
Guam	013	069
Hawaii	014	070
Idaho	015	071
Illinois	016	072
Indiana	017	073
Iowa	018	074
Kansas	019	075
Kentucky	020	076
Louisiana	021	077
Maine	022	078
Maryland	023	079
Massachusetts	024	080
Michigan	025	081
Minnesota	026	082
Mississippi	027	083
Missouri	028	084
Montana	029	085

State or Territory	General/ Combined	Blind
Nebraska	030	086
Nevada	031	087
New Hampshire	032	088
New Jersey	033	089
New Mexico	034	090
New York	035	091
North Carolina	036	092
North Dakota	037	093
Northern Marianas	038	094
Ohio	039	095
Oklahoma	040	096
Oregon	041	097
Pennsylvania	042	098
Puerto Rico	043	099
Rhode Island	044	100
South Carolina	045	101
South Dakota	046	102
Tennessee	047	103
Texas	048	104
Utah	049	105
Vermont	050	106
Virginia	051	107
Virgin Islands	052	108
Washington	053	109
West Virginia	054	110
Wisconsin	055	111
Wyoming	056	112

2. Social Security Number
Data type: VARCHAR (9)

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:

- a) does not duplicate a genuine SSN, and
- b) does not duplicate any other substitute number assigned in place of a SSN.

Starting the nine-digit number with the digits "99" will avoid duplicating a genuine SSN. Only numeric characters between "0" and "9" are permitted in the Social Security Number field.

3. Closure Order
Data type: VARCHAR (1)

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 being reported
- 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
Data type: VARCHAR (1)

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 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
Data type: DATE 112 (YYYYMMDD)

Record the date (year, month, and day) that the agency received a completed and signed application form from the applicant. The date should be verifiable by date stamp.

6. Date of Birth
Data type: DATE 112 (YYYYMMDD)

Record the individual's date (year, month, and day) of birth.

7. Gender
Data type: VARCHAR (1)

Code the individual's gender as follows:

- 1 Male
- 2 Female

RACE

Race information should be recorded for all individuals whose service records were closed in the FY being reported. For each race category below, use the following codes to record the individual's race:

- 0 if the individual is not of that race
- 1 if the individual is of that race

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 from the categories provided. However, if an individual refuses to identify his/her race, the counselor should, at a minimum, notify the individual that if he/she fails to self-identify, an observer-identification method will be used. The counselor or interviewer would then provide the best assessment of the individual's race. This guidance follows OMB standards for collecting race data. OMB prefers self-identification methods, but allows for observer-identification methods when necessary.

At least one of the race categories must be coded as 1. Remaining categories should have codes of 0 (not this race). More than one race variable can contain a code of 1 for an individual.

Agencies may leave the element blank only if the information is not available due to circumstances beyond the agency's control for closure type 1. Such service records will be few in number. As an example, if an individual applies for services via an application form or letter and is closed by the agency without being seen by agency personnel, this individual's race would not be known and could not be observed and therefore all race options would be left blank.

8. White
An individual having origins in any of the original peoples of Europe, the Middle East or North Africa.
Data type: VARCHAR (1)

9. Black or African American
An individual having origins in any of the Black racial groups of Africa.
Data type: VARCHAR (1)
10. American Indian or Alaska Native
An individual having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
Data type: VARCHAR (1)
11. Asian
An individual having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Data type: VARCHAR (1)
12. Native Hawaiian or Other Pacific Islander
An individual having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Data type: VARCHAR (1)
13. Ethnicity - Hispanic or Latino
An individual of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Data type: VARCHAR (1)

The ethnic category Hispanic or Latino should be recorded for all individuals whose service records were closed in the FY being reported. Use the following codes to record the individual's Hispanic or Latino ethnicity:

- 0 if the individual is not of Hispanic/Latino ethnicity
- 1 if the individual is of Hispanic/Latino ethnicity

If the individual self-identifies as Hispanic, but refuses or is unable to identify one or more race categories in addition, then code the individual as Hispanic for ethnicity and follow the observer-identification method as described above for the race categories. Notify the individual that if he/she fails to identify, then an observer-identification method will be used. Individuals who identify as Hispanic may belong to any race group.

14. Veteran Status
Data type: VARCHAR (1)

Enter a one-digit code to indicate if the individual 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

15. Zip Code at Application
Data type VARCHAR (5)

Enter the five-digit numeric US Postal Service Zip Code corresponding to the location of the individual's residence at application.

16. County Name at Application
Data type: VARCHAR (40)

Enter the name of the county corresponding to the location of the individual's residence at application.

17. Source of Referral
Data type: VARCHAR (2)

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, use Code 8 (self-referral). Note: Coding options have been added to this data element. For cases open at the time of form implementation, no changes to the existing data coding options are required. Begin collecting new data element coding options after form implementation for all new applicants.

- 1 Educational Institutions (elementary/secondary)
- 2 Educational Institutions (post-secondary)
- 3 Medical Health Provider (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
- 10 American Indian VR Services Program
- 11 Centers for Independent Living
- 12 Child Protective Services
- 13 Consumer Organizations or Advocacy Groups
- 14 Employers
- 15 Faith Based Organizations
- 16 Family/Friends
- 17 Intellectual and Developmental Disabilities Providers
- 18 Mental Health Provider (Public or Private)
- 19 Public Housing Authority
- 20 State Department of Correction/Juvenile Justice

- 21 State Employment Service Agency
- 22 Veteran's Administration
- 23 Worker's Compensation
- 24 Other State Agencies
- 25 Other VR State Agencies

18. Involvement with Other Agencies and Services at Application
Data Type VARCHAR (6)

At the time of application, enter up to three codes from the list below that describes a service provider or funding source from which the individual was provided services or funding. Make sure to enter the leading zeros if necessary and do not use commas or spaces between any of the codes. For example, if the individual received a service or funding from an employer, the Veteran's Administration, and other sources, enter "081924". If the individual received a service or funding from a Community Rehabilitation Program and a developmental disability agency, enter "0411". If an individual received services or funding from only a consumer organization or advocacy group, enter "05". In an individual was not provided services or funding from any programs or organizations listed below, enter "00."

- 00 Not provided services or funding from any programs or organizations listed below
- 01 American Indian VR Services Program
- 02 Centers for Independent Living
- 03 Child Protective Services
- 04 Community Rehabilitation Programs
- 05 Consumer Organizations or Advocacy Groups
- 06 Educational Institutions (elementary/secondary)
- 07 Educational Institutions (post-secondary)
- 08 Employers
- 09 Employment Networks (not otherwise listed)
- 10 Federal Student Aid (such as, Pell grants, SEOG (Supplemental Educational Opportunity Grant), work study, etc.
- 11 Intellectual and Developmental Disabilities Agencies
- 12 Medical Health Provider (Public or Private)
- 13 Mental Health Provider (Public or Private)
- 14 One-stop Employment/Training Centers
- 15 Public Housing Authority
- 16 Social Security Administration (Disability Determination Service or District office)
- 17 State Department of Correction/Juvenile Justice
- 18 State Employment Service Agency
- 19 Veteran's Administration
- 20 Welfare Agency (State or local government)
- 21 Worker's Compensation
- 22 Other VR State Agencies

- 23 Other State Agencies
- 24 Other Sources

19. Level of Education Attained at Application
Data type: VARCHAR (2)

Record the level of education the individual had attained at the time of application. Note: Coding options have been updated and/or added to this data element. For cases open at the time of form implementation, update data element coding options if applicable. 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 (GED)
- 5 Post-secondary education, no degree or certificate
- 6 Post-secondary academic degree, Associate degree
- 7 Bachelor's degree
- 8 Master's degree
- 9 Any degree above a Master's - e.g. Ph.D., Ed.D., J.D.
- 10 Vocational/Technical Certificate or License
- 11 Occupational credential beyond undergraduate degree work
- 12 Occupational credential beyond graduate degree work

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.

20. Student with Disability in Secondary Education at Application
Data type: VARCHAR (1)

This element captures the status of an individual with a disability in secondary education at the time of application. Note: This data element replaces Individualized Education Program (IEP) in the previous version of the RSA-911 instructions. If the individual was coded as having an IEP at the time of application in the previous version of the RSA-911 instructions, update the record.

- 1 This individual is not a student with a disability in secondary education at the time of application.
- 2 This individual is a student with a 504 accommodation plan.

- 3 This individual is a student and is receiving services under an IEP at the time of application.
- 4 This individual is a student with a disability who is not covered by Section 504 of the Rehabilitation Act and is not receiving services under an IEP at the time of application.

21. Living Arrangement at Application
Data type: VARCHAR (2)

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:

- 1 Private Residence (independent, or with family or other person)
- 2 Community Residential/Group Home
- 3 Rehabilitation Facility
- 4 Mental Health Facility
- 5 Nursing Home
- 6 Adult Correctional Facility
- 7 Halfway House
- 8 Substance Abuse Treatment Center
- 9 Homeless/Shelter
- 10 Other

22. Primary Disability
Data type: VARCHAR (4)

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. Make sure to enter the leading zeros if necessary and do not use commas or spaces between the impairment code and the cause/source code. If the person is found not to have a disability, this item should be coded 0000. Leave blank if the information is not available for Closure Code 1.

23. Secondary Disability
Data type: VARCHAR (4)

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. Make sure to enter the leading zeros if necessary and do not use commas or spaces between the impairment code and the cause/source code. If the person is found not to have a secondary disability, this item should be coded 0000. Leave blank 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)

Note: The Centers for Medicare and Medicaid Services (CMS) has delayed implementation of the ICD-10 disability codes until October 1, 2014, and the National Center for Health Statistics has stated on its website that the use of the ICD-10 disability codes is not valid until October 1, 2014. As a result of CMS' delayed implementation of the ICD-10 codes, RSA is delaying the use of the ICD-10 codes and/or the DSM-V codes until such time as we have consulted with CMS on the implementation of the new coding structures including whether CMS will move to DSM-V codes or rely solely on ICD-10 codes. Revised instructions will be issued upon implementation of the ICD-10 and/or DSM-V codes.

24. Significance of Disability
Data type: VARCHAR (1)

Enter a one-digit code to indicate whether the individual was considered a person with a significant disability or a most significant disability at any time during his/her VR program. If an individual is receiving Social Security benefits at application or closure, he/she is presumed eligible and significantly disabled. Individuals are to be coded as most significantly disabled if they meet the definition of significantly disabled and have additional functional limitations as defined by the agency.

Note: Coding options have been added to this data element. For cases open at the time of form implementation, no changes to the existing data coding options are required. Begin collecting new data element coding options after form implementation for all new applicants. 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, intellectual disability, 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

2 Most Significant Disability

25. Employment Status at Application

Data type: VARCHAR (2)

Enter the code which best describes the employment status of the individual at application from the following codes. The first seven codes are considered "employment" for purposes of this item. Individuals not meeting the definitions for Codes 1 to 7 below would be classified as "not employed" (Codes 8 to 11) at the time of application for services.

- 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.
- 3 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.
- 4 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 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.
- 5 Homemaker refers to men and women whose activity is keeping house with no earnings for persons in their households or for themselves if they live alone.
- 6 Unpaid Family Worker refers to persons who work without pay on a family farm or in a family business.
- 7 Employment with Supports in Integrated Setting is full-time or part-time employment in an integrated setting with ongoing support services for individuals with significant disabilities (supported employment). For purposes of this report, compensation for such employment may be below, at, or above the minimum wage.
- 8 Not employed: Student in Secondary Education including GED classes and special education classes with the goal of obtaining a high school diploma or GED.
- 9 Not employed: All other Students are persons attending school full or part-time other than students in secondary education (for example, students in post-secondary education, adult education, or vocational training).
- 10 Not employed: Trainee, Intern or Volunteer 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 Not employed: Other 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.

26. Weekly Earnings at Application
Data Type INT(5)

Enter the amount of money (to the nearest dollar) earned in a typical week at the time of application.

This item collects data on the cash earnings of individuals at application and includes all wages, salaries, tips, and commissions received as income before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of payments in-kind, such as meals and lodging. Estimate profits of farmers, if necessary.

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 a weekly average over a representative period of time such as one month or longer.

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 such as one month or longer 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 "0".

27. Hours Worked in a Week at Application
Data type INT(3)

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 "0".

MONTHLY PUBLIC SUPPORT AMOUNT AT APPLICATION

Enter the monthly amount (to the nearest dollar) of public support received by the individual at application from each of the following sources. If individual did not receive any monthly public support, enter "0" for each type of public support. Agencies may leave these data elements blank for closure code 1.

Public support means cash payments made by Federal, State and/or local governments for any reason, including an individual's disability, age, or economic status. Include payments to a family 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:

28. Social Security Disability Insurance (SSDI)
Data Type INT(5)
Enter the monthly amount of SSDI received by the individual. This figure can be verified through the Social Security Administration (SSA) or from a copy of the individual's benefit notification letter.
29. Supplemental Security Income (SSI) for the Aged, Blind or Disabled
Data Type INT(5)
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 SSA or from a copy of the individual's benefit notification letter.
30. Temporary Assistance for Needy Families (TANF)
Data Type INT(5)
Enter the monthly 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.
31. General Assistance (State or local government)
Data Type INT(5)
32. Veterans' Disability Benefits
Data Type INT(5)
Veterans' Disability Benefits are payments made by the Department of Veterans Affairs for partial or total disability.
33. Workers' Compensation
Data Type INT(5)

34. All Other Public Support
Data Type INT(5)
Enter the monthly amount of public support received from all other sources of public support not listed. Other Public Support payments are cash payments to individuals beyond those otherwise listed. 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.

35. Primary Source of Support at Application
Data Type VARCHAR (1)

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 an individual 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 an individual is primarily supported by a governmental entity with no cash support – for example, incarcerated individuals, – use Code 3 (public support) as the primary source of support only if the individual applicant is the recipient of the support. If the family receives public support, use Code 2 (family and friends).

- 1 Personal Income (employment earnings, interest, dividends, rent, retirement including social security)
- 2 Family and Friends
- 3 Public Support (SSI, SSDI, TANF, etc.)
- 4 All other sources (e.g., private disability insurance and private charities)

MEDICAL INSURANCE COVERAGE AT APPLICATION

Record whether an individual had medical insurance coverage at the time of application. Enter a "1" in each of the following data elements if the individual had this type of medical insurance coverage at application, otherwise leave blank. Note: A new data element has been added to Medical Insurance Coverage at Application. For cases open at the time of form implementation, no changes to the existing data coding options are required. Begin collecting new data element coding options after form implementation for all new applicants.

36. Medicaid
Data Type: VARCHAR (1)
37. Medicare
Data Type: VARCHAR (1)

38. Public Insurance from Other Sources (Workers' Compensation, Children's Health Insurance Program, etc)
Data Type: VARCHAR (1)
39. Private Insurance Through Own Employer
Data Type: VARCHAR (1)
40. Not Yet Eligible for Private Insurance through Current Employer, But Will Be Eligible for Private Insurance after a Certain Period of Employment
Data Type: VARCHAR (1)
41. Private Insurance through Other Means
Data Type: VARCHAR (1)
Refers to individuals receiving benefits through their parent/family members' insurance plan.

DATES OF TRIAL WORK EXPERIENCE/EXTENDED EVALUATION (EE)

Data Elements 42-45 capture the start and end dates of pre-eligibility assessment activities that include trial work experiences and/or extended evaluation. These are part of the VR experience for many severely disabled individuals for whom an employment outcome might be in doubt.

42. Start Date of Trial Work Experience
Data type: DATE 112 (YYYYMMDD)
Enter the date that the individual's Trial Work Experience began.
43. End Date of Trial Work Experience
Data type: DATE 112 (YYYYMMDD)
Enter the date that the individual's Trial Work Experience ended.
44. Start Date of EE
Data type: DATE 112 (YYYYMMDD)
Enter the date that the individual's Extended Evaluation began.
45. End Date of EE
Data type: DATE 112 (YYYYMMDD)
Enter the date that the individual's Extended Evaluation ended.
46. Date of Eligibility Determination
Data type: DATE 112 (YYYYMMDD)

Enter the date (year, month, and day) that an eligibility determination was made regardless of whether the individual was determined ineligible later in the VR process because of changed circumstances.

DATES OF ORDER OF SELECTION (OOS) WAITING LIST

Agencies not using an OOS Waiting List may leave the following two data elements blank.

47. Date of Placement on OOS Waiting List
Data type: DATE 112 (YYYYMMDD)
Enter the date when the individual was placed on an OOS waiting list. This date must be equal to or later than both the Date of Application and the Date of Eligibility Determination.

48. Date of Exit from OOS Waiting List
Data type: DATE 112 (YYYYMMDD)
Enter the date when the individual exited from an OOS waiting list. This date field, if entered, must be after the Date of Placement on OOS Waiting List above. This field must be left blank if the individual was not placed on an OOS wait list. If the individual exited the VR program from the OOS waiting list, (data element 213, Type of Closure, coded 6), then this data element must be filled in, and the date should be equal to the Closure Date.

49. Date of Individualized Plan for Employment (IPE)
Data type: DATE 112 (YYYYMMDD)

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 the agency and individual reach agreement. If the two signatures bear two different dates, the later date should govern.

50. Supported Employment Goal
Data type: VARCHAR (1)

For individuals who had an employment goal of supported employment in their IPE at some point during their rehabilitation and received supported employment services (Data Element #213 Type of Closure – coded 3 or 4) under the plan, indicate when the supported employment goal was included in the IPE. For types of closures coded other than 3 or 4, leave blank.

- 1 Initial IPE identified supported employment as the employment goal.
- 2 The IPE was amended during the VR process to change the goal to supported employment.
- 3 The IPE was amended during the VR process to change the goal from supported employment to another employment goal.
- 4 The amended or final IPE identified supported employment as the employment goal only at the time the service record was closed.

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 and extended employment supports to maintain such work.

SERVICES PROVIDED AND COSTS FOR PURCHASED SERVICES

The purpose of the service categories listed below is to capture all services provided to individuals during the life of their service record whether provided by the VR agency or others as comparable services or benefits. Except for certain services such as assessment that can be provided to determine eligibility prior to an IPE or to assign an individual to a priority category, the services provided should be those identified on the IPE, not services merely authorized, but actually provided. There are five data elements for each of the 28 service categories. The first data element indicates whether service has been provided. If purchased by the VR agency, the second data element identifies the primary service provider type. The third and fourth data elements are used to identify the source of funds for VR-purchased services as being state VR (Title I) grant funds, or state supported employment (Title VI, Part B) grant funds. The fifth data element is used to capture up to three comparable services and benefits providers.

- 1) Services Provided
Data Type VARCHAR (1)

For each of the service categories, this data element provides information on whether services in the category were purchased and/or provided by the VR agency and/or provided by comparable services and benefits providers for the individual. Include all services furnished over the life of the service record for the individual. The following codes are used to capture this information for all services within the service category.

- 0 not provided
- 1 provided by the VR agency (in-house/by VR staff)
- 2 purchased by the VR agency
- 3 provided by comparable services and benefits providers
- 4 provided by the VR agency (in-house/by VR staff) and/or purchased by the VR agency and/or provided by comparable services and benefits providers

Note:

For each service category, select code 0 if the service was not provided to the individual at all. Each of the other data elements, (2) Primary Purchase VR Service Provider Type, (3) State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services, (4) Supported Employment State Grant (Title VI Part B) Funds Used to Purchase Services, and (5) Comparable Services and Benefits Providers should be left blank.

For each service category, select code 1 if the service was provided ONLY by the State VR agency through its own staff. Each of the other data elements, (2) Primary Purchase VR Service Provider Type, (3) State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services, (4) Supported Employment State Grant (Title VI Part B) Funds Used to Purchase Services, and (5) Comparable Services and Benefits Providers should be left blank.

For each service category, select code 2 if the service was provided ONLY through purchase by the VR agency. Data elements (2) Primary Purchased VR Service Provider Type and an amount should be entered in (3) State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services and/or (4) Supported Employment State Grant (Title VI Part B) Funds Used to Purchase Services. Data element (5) Comparable Services and Benefits Providers should be left blank.

For each service category, select code 3 if the service was provided ONLY through a comparable services and benefits provider. One or more types of comparable benefits providers (up to the maximum of three) must be chosen for this element. Each of the other data elements, (2) Primary Purchase VR Service Provider Type, (3) State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services, and (4) Supported Employment State Grant (Title VI Part B) Funds Used to Purchase Services should be left blank.

For each service category, select code 4 if the service was provided by any combination of coding options, 1 provided by the VR agency (in-house/by VR staff), 2 purchased by the VR agency, and/or 3 provided by comparable services and benefits providers (see coding details below).

- If the service was provided by the VR agency (in-house/by VR staff) and purchased by the VR agency, a coding option should be selected for data element (2) Primary Purchased VR Service Provider Type and an amount should be entered in (3) State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services and/or (4) Supported Employment State Grant (Title VI Part B) Funds Used to Purchase Services. Data element (5) Comparable Services and Benefits Providers should be left blank.
- If the service was provided by the VR agency (in-house/by VR staff) and also provided by comparable services and benefits providers, data elements, (2) Primary Purchase VR Service Provider Type, (3) State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services, and (4) Supported Employment State Grant (Title VI Part B) Funds Used to Purchase Services should be left blank. Data element (5) Comparable Services and Benefits Providers should be entered with up to three comparable services and benefits providers.
- If the service was purchased by the VR agency and also provided by comparable services and benefits providers, a coding option should be

entered in data element (2) Primary Purchased VR Service Provider Type with an amount entered in (3) State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services and/or (4) Supported Employment State Grant (Title VI Part B) Funds Used to Purchase Services. Data element (5) Comparable Services and Benefits Providers should also be entered with up to three comparable services and benefits providers.

- If the service was provided by the VR agency (in-house/by VR staff) and purchased by the VR agency and also provided by comparable services and benefits providers, data should be entered in data element (2) Primary Purchased VR Service Provider Type with an amount entered in (3) State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services and/or (4) Supported Employment State Grant (Title VI Part B) Funds Used to Purchase Services. Data element (5) Comparable Services and Benefits Providers should also be entered with up to three comparable services and benefits providers.

2) Primary Purchased VR Service Provider Type Data Type VARCHAR (1)

For each of the service categories, this data element provides information on what type of service provider provided the purchased services. The following codes are used to capture this information. For each service category, select the code that best describes from which service provider type the majority of the purchased services provided to the individual originated over the life of the service record. The majority of purchased services were provided directly by:

- 1 Public Community Rehabilitation Programs (CRPs) – public CRPs are programs that are operated by a state, county, municipal or other local government.
- 2 Private CRPs – private CRPs are programs that are operated as not-for-profit organizations.
- 3 Other public service providers – public service providers are organizations or agencies of State, county, municipal or other local government and third-party cooperative arrangements.
- 4 Other private service providers – private service providers include private not-for-profit organizations, such as VR providers (other than CRPs), as well as proprietary businesses, such as private hospitals and mental health clinics as well as contracted service delivery staff.

3) State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services
Data type INT(6)

This data element captures the costs (amounts) of purchased services using the VR grant (Title I) funds including state and other sources of matching funds as well as program income. Do not include 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.

4) Supported Employment State Grant (Title VI, Part B) Funds Used to Purchase Services
Data type INT(6)

This data element records all expenditures (amounts) within this service category for services purchased for the most significantly disabled individual with the supported employment grant program (Title VI, Part B) funds. Recipients of these funds should have a supported employment goal in their IPE. Individuals with a supported employment goal stated in their IPEs may receive any category of services depending on their particular needs. Therefore, to identify the use of these funds, each service category includes this data element.

Include all Title VI, Part B expenditures made to public and/or private service providers, individuals or an organization. Include Title VI, Part B expenditures for all types of purchased services including, but not limited to assessment, training, medical services, job development, placement and/or coaching 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.

5) Comparable Services and Benefits Provider
Data Type VARCHAR (6)

For each of the service categories, enter up to three codes that best describe the service providers who provided the individual with a comparable service or benefit. Make sure to enter the leading zeros if necessary and do not use commas or spaces between any of the codes. For example, if the individual received comparable services or benefits from an employer, the Veteran's Administration, and other sources, enter "071823". If the individual received comparable services or benefits from a Community Rehabilitation Program and a developmental disability agency, enter "0410". If an individual received comparable services or benefits from only an elementary or secondary educational institution, enter "05". If no comparable services or benefits were provided, leave blank.

- 01 American Indian VR Services Program
- 02 Centers for Independent Living
- 03 Child Protective Services
- 04 Community Rehabilitation Programs
- 05 Educational Institutions (elementary/secondary)
- 06 Educational Institutions (post-secondary)
- 07 Employers
- 08 Employment Networks (not otherwise listed)
- 09 Federal Student Aid (such as, Pell grants, SEOG (Supplemental Educational Opportunity Grant), work study, etc.
- 10 Intellectual and Developmental Disabilities Agencies
- 11 Medical Health Provider (Public or Private)
- 12 Mental Health Provider (Public or Private)
- 13 One-stop Employment/Training Centers
- 14 Public Housing Authority
- 15 Social Security Administration (Disability Determination Service or District office)
- 16 State Department of Correction/Juvenile Justice
- 17 State Employment Service Agency
- 18 Veteran's Administration
- 19 Welfare Agency (State or local government)
- 20 Worker's Compensation
- 21 Other VR State Agencies
- 22 Other State Agencies
- 23 Other Sources

SERVICE CATEGORIES

- Assessment
Data Elements 51-55

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. Assessments to determine eligibility, assignment of a priority category or the nature or scope of services to be included on the IPE include, but are not limited to psychological assessments, audio logical evaluations, dental and medical exams and other assessments of personality, interests, interpersonal skills, intelligence and related functional capacities, educational achievements, work experience, vocational aptitudes, personal and social adjustments, and employment opportunities of the individual and the medical, psychiatric, psychological, and other pertinent vocational, educational, cultural, social, recreational, and environmental factors that affect the employment and rehabilitation needs of the individual. See also 34 CFR 361.5(b)(6) and 34 CFR 361.48.

➤ Diagnosis and Treatment of Impairments
Data Elements 56-60

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) Prescription of prosthetics and/or orthotics related to the individual's diagnosed disability and is necessary for the achievement of the employment outcome;
- h) Prescription of eyeglasses and visual services, including visual training, related to the individual's diagnosed disability and necessary for the achievement of the employment outcome;
- 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;

- p) Other medical or medically related rehabilitation services; and
- q) 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.

➤ Vocational Rehabilitation Counseling and Guidance
Data Elements 61-65

Vocational rehabilitation counseling and guidance includes information and support services to assist an individual in exercising informed choice and is distinct from the case management relationship that exists between the counselor and the individual during the VR process.

TRAINING

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. For those individuals not seeking a degree or certificate and attending a course in a college or university, code this type of training under Miscellaneous Training.

➤ Graduate College or University Training
Data Elements 66-70

Full-time or part-time academic training leading to a degree recognized as being beyond a baccalaureate degree, such as a Master of Science, Arts (M.S. or M.A.) or Doctor of Philosophy (Ph.D.) or Doctor of Jurisprudence (J.D.). Such training would be provided by a college or university.

➤ Four-Year College or University Training
Data Elements 71-75

Full-time or part-time academic training leading to a baccalaureate degree, a certificate, or other recognized educational credential. Such training may be provided by a four-year college or university or technical college.

➤ Junior or Community College Training
Data Elements 76-80

Full-time or part-time academic training above the high school level leading to an associate degree, a certificate, or other recognized educational credential. Such training may be provided by a community college, junior college, or technical college.

➤ Occupational or Vocational Training
Data Elements 81-85

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. This would include selected courses or programs of study at a community college, four-year college, university, technical college or proprietary schools or programs.

➤ On-the-job Training
Data Elements 86-90

Training in specific job skills by a prospective employer. Generally the trainee is paid during this training and will remain in the same or a similar job upon successful completion.

➤ Apprenticeship Training
Data Elements 91-95

An apprenticeship program is a work-based employment and training program that combines hands-on, on-the-job work experience in a skilled occupation with related classroom instruction. Structured apprenticeship programs generally have minimum requirements for the duration of on-the-job work experience and classroom instruction, and/or could utilize competency-based elements but should have mechanisms in place to ensure quality and consistency of skills acquisition. Other elements that distinguish apprenticeship programs from other work-based efforts including co-op education, on-the-job training, and internships are the following: includes supervision and structured mentoring; provides for wage increases as an apprentice's skills increase; is based on an employer-employee relationship; and provides an industry recognized certificate of completion of the program.

➤ Basic Academic Remedial or Literacy Training
Data Elements 96-100

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
Data Elements 101-105

Training provided 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 Skills Training
Data Elements 106-110

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
Data Elements 111-115

Any training not recorded in one of the other categories listed, including GED or high school training leading to a diploma, or courses taken at four-year, junior or community colleges not leading to a certificate or diploma.

➤ Job Search Assistance
Data Elements 116-120

Job search activities support and assist an individual 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
Data Elements 121-125

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 - Short term
Data Elements 126-130

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 short-term job coaching for persons who do not have a supported employment goal consistent with the employment goal on the IPE.

➤ On-the-job Supports – Supported Employment
Data Elements 131-135

On-going support services and other appropriate services needed to support and maintain an individual with a most significant disability in supported employment for a period of time generally not to exceed 18 months. Such services, such as job coaching, are for individuals who have supported employment and long-term supports identified on the IPEs. On-the-job support services with a supported employment goal are funded using Title VI, Part B and Title I funds.

➤ Transportation
Data Elements 136-140

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. This specifically excludes the modification of vehicles, which is to be reported in rehabilitation technology;
- d) Training in the use of public transportation vehicles and systems.

➤ Maintenance
Data Elements 141-145

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

➤ Rehabilitation Technology
Data Elements 146-150

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, recreation, home and vehicular modification, other assistive devices including, but not limited to hearing aids, low vision aids and wheelchairs. Rehabilitation technology includes rehabilitation engineering, assistive technology devices, and assistive technology services. See also 34 CFR 361.5(b)(45). The term includes the following:

- a) Rehabilitation Engineering Services are the systematic application of engineering sciences to design, develop, test, evaluate, apply, and distribute technological solutions to problems confronted by VR individuals 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.
- b) Assistive Technology Devices are any items, 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 a VR customer.
- c) Assistive Technology Services are any services that directly assist an individual with a disability in the selection, acquisition, or use of an assistive technology device. Services may include:
 1. the evaluation of the needs of an individual, including a functional evaluation of the individual in his/her customary environment;
 2. purchasing, leasing, or otherwise providing for the acquisition by an individual of an assistive technology device;
 3. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices;
 4. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;

5. training or providing technical assistance for an individual or, if appropriate, the family members, guardians, advocates, or authorized representatives of the individual; and
6. 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 VR individuals to the extent that training or technical assistance is necessary for individuals to achieve an employment outcome.

PERSONAL ASSISTANCE SERVICES

Personal Assistance Services are a range of services provided by one or more persons designed to assist an individual to perform daily living activities on or off the job that the individual would typically perform without assistance if he or she 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. The services must be necessary to the achievement of an employment outcome and may be provided only while the individual is receiving other VR services. The services may include training in managing, supervising, and directing personal assistance services.

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
Data Elements 151-155

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
Data Elements 156-160

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
Data Elements 161-165

Personal attendant services are those personal services that an attendant performs for an individual with a disability including, but not limited to bathing, feeding, dressing, providing mobility and transportation, etc in multiple settings to include home, work and training facilities/school.

➤ Technical Assistance Services
Data Elements 166-170

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
Data Elements 171-175

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

➤ Benefits Counseling
Data Elements 176-180

Assistance provided to an individual who is interested in becoming employed, but is uncertain of the impact work income will have on any disability benefits and entitlements being received, and/or is not aware of benefits, such as access to healthcare, that might be available to support any work attempt.

This typically involves an analysis of an individual's current benefits, such as SSDI and SSI, the individual's financial situation, and the effect different income levels from work will have on the individual's future financial situation. This assistance is intended to provide the individual an opportunity to make an informed choice regarding the pursuit of employment. Ongoing assistance may also be provided as the individual decides on employment goals, searches for jobs, and becomes employed.

➤ Customized Employment Services
Data Elements 181-185

Services that involve a blend of flexible strategies that result in the provision of individually negotiated and designed services, supports, and job opportunities for an individual and that lead to an employment outcome of customized employment, including self-employment. A key factor in deciding if a service is a customized

employment service is the presence of employer negotiation, including customizing a job description based on current unidentified and unmet needs of the employer and the needs of the employee; developing a set of job duties or tasks; developing a work schedule (including determining hours worked); determining a job location; developing a job arrangement (such as job carving, job sharing, or a split schedule); or determining specifics of supervision.

➤ Other Services
Data Elements 186-190

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.

191. Level of Education Attained At Closure
Data type VARCHAR (2)

Record the level of education the individual attained when the service record was closed. If an actual educational level is not documented, record an estimated level.
Note: Coding options have been updated and/or added to this data element.

- 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 (GED)
- 5 Post-secondary education, no degree or certificate
- 6 Post-secondary academic degree, Associate degree
- 7 Bachelor's degree
- 8 Master's degree
- 9 Any degree above a Master's - e.g. Ph.D., Ed.D., J.D.
- 10 Vocational/Technical Certificate or License
- 11 Occupational credential beyond undergraduate degree work
- 12 Occupational credential beyond graduate degree work

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.

192. Student with Disability in Secondary Education at Closure
Data type: VARCHAR (1)

Enter the code that captures the status of an individual with a disability in secondary education at the time of closure.

- 1 This individual is not a student with a disability in secondary education at the time of closure.
- 2 This individual is a student with a 504 accommodation plan.
- 3 This individual is a student and is receiving services under an IEP at the time of closure.
- 4 This individual is a student with a disability who is not covered by Section 504 of the Rehabilitation Act and is not receiving services under an IEP at the time of closure.

193. Number of Jobs at Closure
Data type VARCHAR (1)

This data element captures the number of separate jobs consistent with the employment goal on an individual's IPE and primary employment goal SOC codes that the individual held at the time of closure. For those exiting with only one source of employment, enter the number '1'. For those exiting the VR program with 2 sources of employment or jobs, enter a '2', and so on for each additional job. For those individuals exiting without employment, leave blank.

194. Primary Occupation at Closure
Data type VARCHAR (6)

For an individual who achieved an employment outcome, enter a six-digit SOC code to describe the individual's occupation when the service record was closed. For individuals who did not achieve an employment outcome, leave blank.

Instructions for individuals who Exit with Multiple Occupations

For individuals exiting the VR program with multiple jobs, (coded in data element number 193, Number of Jobs at Closure) the Occupation at Closure data element should be populated with the code for the occupation consistent with the employment goal on an individual's IPE and primary SOC codes from which the exiting individual derives the majority of their weekly earnings. See also 34 CFR 361.56(a). The following procedures should be followed to determine which occupation code to use:

1. If the earnings amounts of the multiple jobs are reported at the time of entering the occupation code, enter the occupation consistent with the employment goal specified on the IPE that encompasses the majority of the earnings per week at closure.
2. If the earnings amounts of the various jobs are not reported at the time of entry, the occupation code should be populated with the code for the occupation consistent with the employment goal specified on the IPE that encompasses the majority of the hours worked per week at closure.

3. If neither hours nor wages per occupation are known, then individual self reporting of the primary occupation consistent with the employment goal specified on the IPE should be used to determine the appropriate occupation code.

For the employment situations unique to the VR program, use the special codes indicated below.

Special Codes	Special Code Descriptions
599999	<u>Homemaker (own home)</u> refers to men and women whose activity is keeping house for their families, or themselves if they live alone.
799999	<u>Unpaid family worker (own family)</u> , not elsewhere classified use only if the type of unpaid family work cannot be classified according to any of the occupations.
899999	<u>Randolph-Sheppard vending facility clerk</u> 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. Do not include vending facility operators (999999), or individuals employed in vending facilities outside the Vending Facility Program (use their occupation code).
999999	<u>Randolph-Sheppard vending facility operator</u> 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. Do not include vending facility clerks (899999), or individuals employed as vending facility operators outside the Randolph-Sheppard Vending Facility Program (use their occupation code). Randolph-Sheppard vending facility operator.

Note: The 2010 Standard Occupational Classification System (SOC) should be referenced in obtaining the six-digit code that most closely corresponds to the individual's primary occupation at closure.

195. Start Date of Employment in Primary Occupation at Closure
Data type: DATE 112 (YYYYMMDD)

Record the date when the individual began the job coded in data element 194 as the primary occupation.

Note: For individuals who were employed at application (Data Element #25 Employment Status at Application coded 1 through 7), this date will be prior to the date of application (Data Element #5). Additionally, date of closure (Data Element #215) must be no less than 90 days following cessation of VR services and the satisfaction of all other case closure criteria. See CFR34 361.56.

196. Employment Status at Closure
Data type VARCHAR (1)

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. If classifying the individual into two different employment statuses from Codes 1 or 3-6 is possible, select a code designating the principal status.

- 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.
- 3 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.
- 4 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 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.
- 5 Homemaker refers to men and women whose activity is keeping house with no earnings for persons in their households or for themselves if they live alone.
- 6 Unpaid Family Worker refers to persons who work without pay on a family farm or in a family business.
- 7 Employment with Supports in Integrated Setting is full-time or part-time employment in an integrated setting with ongoing support services for individuals with significant disabilities (supported employment). For purposes of this report, compensation for such employment may be below, at, or above the minimum wage.

197. Weekly Earnings at Closure
Data type INT(5)

Enter the amount of money (to the nearest dollar) the individual earned in a typical week after achieving an employment outcome consistent with the employment goal on an individual's IPE, at the time the service record was closed and includes all income from wages, salaries, tips, and commissions received as income before 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 adjusted gross income. Adjusted gross income is gross income minus unreimbursed

business expenses. Do not include estimates of payments in-kind, such as meals and lodging. Estimate profits of farmers, if necessary.

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 a weekly average over a representative period of time such as one month or longer.

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 such as one month or longer to obtain a meaningful figure for a typical week's business 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 or did not achieve an employment outcome, enter "0".

198. Hours Worked in a Week at Closure
Data type INT(3)

For an individual who achieved an employment outcome, this item collects data on the number of hours worked on all employment consistent with the employment goal on the individual's IPE. 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 had no earnings or did not achieve an employment outcome, enter "0".

MONTHLY PUBLIC SUPPORT AMOUNT AT CLOSURE

Enter the monthly amount (to the nearest dollar) of public support received by the individual at closure from each of the following sources. If individual did not receive any monthly public support, enter "0" for each type of public support. Agencies may leave these data elements blank for closure code 1.

Public support refers to cash payments made by Federal, State and/or local governments for any reason, including an individual's disability, age, or economic status. Include payments to a family 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:

199. Social Security Disability Insurance (SSDI)
Data Type INT(5)
Enter the monthly amount of SSDI received by the individual. This figure can be verified through the Social Security Administration (SSA) or from a copy of the individual's benefit notification letter.
200. Supplemental Security Income (SSI) for the Aged, Blind or Disabled
Data Type INT(5)
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 SSA or from a copy of the individual's benefit notification letter.
201. Temporary Assistance for Needy Families (TANF)
Data Type INT(5)
Enter the monthly 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.
202. General Assistance (State or local government)
Data Type INT(5)
203. Veterans' Disability Benefits
Data Type INT(5)
Veterans' Disability Benefits are payments made by the Department of Veterans Affairs for partial or total disability.
204. Workers' Compensation
Data Type INT(5)
205. All Other Public Support
Data Type INT(5)
Enter the monthly amount of public support received from all other sources of public support not listed. Other Public Support payments are cash payments to individuals beyond those otherwise 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.
206. Primary Source of Support at Closure
Data type VARCHAR (1)

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 an individual 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 an individual is primarily supported by a governmental entity with no cash support – for example, incarcerated individuals, – use code 3 (public support) as the primary source of support only if the individual applicant is the recipient of the support. If the family receives public support, use Code 2 (family and friends).

- 1 Personal Income (employment earnings, interest, dividends, rent, retirement including social security)
- 2 Family and Friends
- 3 Public Support (SSI, SSDI, TANF, etc.)
- 4 All other sources (e.g., private disability insurance and private charities)

MEDICAL INSURANCE COVERAGE AT CLOSURE

Record whether an individual had medical insurance coverage at the time of closure. Enter a “1” in each of the following data elements if the individual had this type of medical insurance coverage at closure, otherwise leave blank. Note: A new data element has been added to Medical Insurance Coverage at Closure.

207. Medicaid
Data Type: VARCHAR (1)
208. Medicare
Data Type: VARCHAR (1)
209. Public Insurance from Other Sources (Workers' Compensation, Children's Health Insurance Program, etc)
Data Type: VARCHAR (1)
210. Private Insurance Through Own Employer
Data Type: VARCHAR (1)
211. Not Yet Eligible for Private Insurance Through Current Employer, But Will Be Eligible for Private Insurance After a Certain Period of Employment
Data Type: VARCHAR (1)
212. Private Insurance Through Other Means
Data Type: VARCHAR (1)
Individuals receiving benefits through their parent/family members' insurance plan should use this code.

213. Type of Closure
Data type VARCHAR (1)

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
- 2 Exited during or after a trial work experience/extended evaluation
- 3 Exited with an employment outcome
- 4 Exited without an employment outcome, after receiving services
- 5 Exited without an employment outcome, after a signed IPE, but before receiving services
- 6 Exited from an order of selection waiting list
- 7 Exited without an employment outcome, after eligibility, but before an IPE was signed

214. Reason for Closure
Data type VARCHAR (2)

Enter the code listed below that identifies the reason for closing the service record of an individual. The code 0 applies only to service records with a code of 3 in data element 213, type of closure. Codes of 1 or higher apply to all other types of closure, that is, 1, 2, 4, 5, 6, and 7.

- 0 Achieved employment outcome (applicable only to closure type 3)
- 1 Unable to locate or contact
Use this code when the individual has relocated or left the State without a forwarding address.
- 2 Disability too significant to benefit from VR services - ineligible
Use this code to identify an applicant whose mental or physical disability is so significant that the individual cannot benefit from VR services in terms of employment.
- 3 No longer interested in receiving services or further services
Use this code for individuals who choose not to participate or continue in their VR program at this time. Also use this code to indicate when an individual's actions (or non-actions) make it impossible to begin or continue a VR program. Examples would include repeated failures to keep appointments for assessment, counseling, or other services.
- 4 Death

- 6 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.
- 8 No disabling condition - ineligible
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.
- 9 No impediment to employment - ineligible
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 - ineligible
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 above.
- 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.

- 15 Individual in institution other than a prison or jail
Use this code when an individual has entered an institution other than a prison or jail, and will be unavailable to participate in a VR program for an indefinite or considerable period of time. This category of institution includes hospitals, nursing homes, treatment centers, etc.
- 16 Individual is incarcerated in a prison or jail
Use this code when an individual will be unavailable to participate in a VR program for a considerable period of time because they are incarcerated in a prison, jail, or other criminal correction facility.
215. Date of Closure
Data type: DATE 112 (YYYYMMDD)

Record the date when the individual's service record was closed by the State VR agency.

RSA-911 RECORD LAYOUT

010/25/201	010/25/201	010/25/201	010/25/201
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010/25/201	010/25/201	010/25/201	010/25/201
1	Agency Code	VARCHAR(3)	
2	Social Security Number	VARCHAR (9)	
3	Closure Order	VARCHAR (1)	
4	Previous Closure	VARCHAR (1)	
5	Date of Application	DATE 112 (YYYYMMDD)	
6	Date of Birth	DATE 112 (YYYYMMDD)	
7	Gender	VARCHAR (1)	
8	White	VARCHAR (1)	8-12. Race
9	Black or African American	VARCHAR (1)	
10	American Indian or Alaska Native	VARCHAR (1)	
11	Asian	VARCHAR (1)	
12	Native Hawaiian or Other Pacific Islander	VARCHAR (1)	
13	Ethnicity – Hispanic or Latino	VARCHAR (1)	
14	Veteran Status	VARCHAR (1)	
15	Zip Code at Application	VARCHAR (5)	
16	County Name at Application	VARCHAR (40)	
17	Source of Referral	VARCHAR (2)	
18	Involvement with Other Agencies and Services at Application	VARCHAR (2)	
19	Level of Education Attained at Application	VARCHAR (6)	
20	Student with Disability in Secondary Education at Application	VARCHAR (1)	
21	Living Arrangement at Application	VARCHAR (2)	
22	Primary Disability	VARCHAR (4)	
23	Secondary Disability	VARCHAR (4)	
24	Significance of Disability	VARCHAR (1)	
25	Employment Status at Application	VARCHAR (2)	
26	Weekly Earnings at Application	INT(5)	
27	Hours Worked in a Week at Application	INT(3)	
28	Social Security Disability Insurance (SSDI)	INT(5)	28-35. Monthly Public Support at Application

010/25/201	010/25/201	010/25/201	010/25/201
29	Supplemental Security Income (SSI) for the Aged, Blind or Disabled	INT(5)	
30	Temporary Assistance for Needy Families (TANF)	INT(5)	
31	General Assistance (state or local governments)	INT(5)	
32	Veterans' Disability Benefits	INT(5)	
33	Workers' Compensation	INT(5)	
34	Other Public Support	INT(5)	
35	Primary Source of Support at Application	VARCHAR (1)	
36	Medicaid	VARCHAR (1)	36-41. Medical Insurance Coverage at Application
37	Medicare	VARCHAR (1)	
38	Public Insurance from Other Sources	VARCHAR (1)	
39	Private Insurance Through Own Employer	VARCHAR (1)	
40	Not Yet Eligible for Private Insurance Through Current Employer, but Will Be Eligible for Private Insurance After a Certain Period of Employment	VARCHAR (1)	
41	Private Insurance Through Other Means	VARCHAR (1)	
42	Start Date of Trial Work Experience	DATE 112 (YYYYMMDD)	42-45. Dates of Trial Work Experience/ Extended Evaluation (EE)
43	End Date of Trial Work Experience	DATE 112 (YYYYMMDD)	
44	Start Date of Extended Evaluation	DATE 112 (YYYYMMDD)	
45	End Date of Extended Evaluation	DATE 112 (YYYYMMDD)	
46	Date of Eligibility Determination	DATE 112 (YYYYMMDD)	
47	Date of Placement on Order of Selection (OOS) Waiting List	DATE 112 (YYYYMMDD)	

010/25/201	010/25/201	010/25/201	010/25/201
48	Date of Exit from OOS Waiting List	DATE 112 (YYYYMMDD)	
49	Date of Individualized Plan for Employment (IPE)	DATE 112 (YYYYMMDD)	
50	Supported Employment Goal	VARCHAR (1)	
51	Services Provided	VARCHAR (1)	Assessment
52	Primary Purchased VR Service Provider Type	VARCHAR (1)	
53	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
54	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
55	Comparable Services and Benefits Providers	VARCHAR (6)	
56	Services Provided	VARCHAR (1)	Diagnosis and Treatment of Impairments
57	Primary Purchased VR Service Provider Type	VARCHAR (1)	
58	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
59	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
60	Comparable Services and Benefits Providers	VARCHAR (6)	
61	Services Provided	VARCHAR (1)	Vocational Rehabilitation Counseling and Guidance
62	Primary Purchased VR Service Provider Type	VARCHAR (1)	
63	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
64	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
65	Comparable Services and Benefits Providers	VARCHAR (6)	

010/25/201	010/25/201	010/25/201	010/25/201
66	Services Provided	VARCHAR (1)	Graduate College or University Training
67	Primary Purchased VR Service Provider Type	VARCHAR (1)	
68	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
69	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
70	Comparable Services and Benefits Providers	VARCHAR (6)	
71	Services Provided	VARCHAR (1)	Four-Year College or University Training
72	Primary Purchased VR Service Provider Type	VARCHAR (1)	
73	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
74	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
75	Comparable Services and Benefits Providers	VARCHAR (6)	
76	Services Provided	VARCHAR (1)	Junior or Community College Training
77	Primary Purchased VR Service Provider Type	VARCHAR (1)	
78	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
79	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
80	Comparable Services and Benefits Providers	VARCHAR (6)	
81	Services Provided	VARCHAR (1)	Occupational or Vocational Training
82	Primary Purchased VR Service Provider Type	VARCHAR (1)	

010/25/201	010/25/201	010/25/201	010/25/201
83	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
84	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
85	Comparable Services and Benefits Providers	VARCHAR (6)	
86	Services Provided	VARCHAR (1)	On-the-job Training
87	Primary Purchased VR Service Provider Type	VARCHAR (1)	
88	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
89	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
90	Comparable Services and Benefits Providers	VARCHAR (6)	
91	Services Provided	VARCHAR (1)	Apprenticeship Training
92	Primary Purchased VR Service Provider Type	VARCHAR (1)	
93	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
94	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
95	Comparable Services and Benefits Providers	VARCHAR (6)	
96	Services Provided	VARCHAR (1)	Basic Academic Remedial or Literacy Training
97	Primary Purchased VR Service Provider Type	VARCHAR (1)	
98	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
99	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	

010/25/201	010/25/201	010/25/201	010/25/201
100	Comparable Services and Benefits Providers	VARCHAR (6)	
101	Services Provided	VARCHAR (1)	Job Readiness Training
102	Primary Purchased VR Service Provider Type	VARCHAR (1)	
103	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
104	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
105	Comparable Services and Benefits Providers	VARCHAR (6)	
106	Services Provided	VARCHAR (1)	Disability-Related Skills Training
107	Primary Purchased VR Service Provider Type	VARCHAR (1)	
108	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
109	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
110	Comparable Services and Benefits Providers	VARCHAR (6)	
111	Services Provided	VARCHAR (1)	Miscellaneous Training
112	Primary Purchased VR Service Provider Type	VARCHAR (1)	
113	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
114	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
115	Comparable Services and Benefits Providers	VARCHAR (6)	
116	Services Provided	VARCHAR (1)	Job Search Assistance
117	Primary Purchased VR Service Provider Type	VARCHAR (1)	

010/25/201	010/25/201	010/25/201	010/25/201
118	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
119	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
120	Comparable Services and Benefits Providers	VARCHAR (6)	
121	Services Provided	VARCHAR (1)	Job Placement Assistance
122	Primary Purchased VR Service Provider Type	VARCHAR (1)	
123	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
124	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
125	Comparable Services and Benefits Providers	VARCHAR (6)	
126	Services Provided	VARCHAR (1)	On-the-job Supports – Short Term
127	Primary Purchased VR Service Provider Type	VARCHAR (1)	
128	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
129	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
130	Comparable Services and Benefits Providers	VARCHAR (6)	
131	Services Provided	VARCHAR (1)	On-the-job Supports – Supported Employment
132	Primary Purchased VR Service Provider Type	VARCHAR (1)	
133	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	

010/25/201	010/25/201	010/25/201	010/25/201
134	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
135	Comparable Services and Benefits Providers	VARCHAR (6)	
136	Services Provided	VARCHAR (1)	Transportation
137	Primary Purchased VR Service Provider Type	VARCHAR (1)	
138	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
139	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
140	Comparable Services and Benefits Providers	VARCHAR (6)	
141	Services Provided	VARCHAR (1)	Maintenance
142	Primary Purchased VR Service Provider Type	VARCHAR (1)	
143	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
144	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
145	Comparable Services and Benefits Providers	VARCHAR (6)	
146	Services Provided	VARCHAR (1)	Rehabilitation Technology
147	Primary Purchased VR Service Provider Type	VARCHAR (1)	
148	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
149	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
150	Comparable Services and Benefits Providers	VARCHAR (6)	
151	Services Provided	VARCHAR (1)	Reader Services
152	Primary Purchased VR Service Provider Type	VARCHAR (1)	

010/25/201	010/25/201	010/25/201	010/25/201
153	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
154	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
155	Comparable Services and Benefits Providers	VARCHAR (6)	
156	Services Provided	VARCHAR (1)	Interpreter Services
157	Primary Purchased VR Service Provider Type	VARCHAR (1)	
158	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
159	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
160	Comparable Services and Benefits Providers	VARCHAR (6)	Personal Attendant Services
161	Services Provided	VARCHAR (1)	
162	Primary Purchased VR Service Provider Type	VARCHAR (1)	
163	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
164	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
165	Comparable Services and Benefits Providers	VARCHAR (6)	
166	Services Provided	VARCHAR (1)	Technical Assistance Services
167	Primary Purchased VR Service Provider Type	VARCHAR (1)	
168	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	

010/25/201	010/25/201	010/25/201	010/25/201	
169	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)		
170	Comparable Services and Benefits Providers	VARCHAR (6)		
171	Services Provided	VARCHAR (1)		Information and Referral Services
172	Primary Purchased VR Service Provider Type	VARCHAR (1)		
173	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)		
174	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)		
175	Comparable Services and Benefits Providers	VARCHAR (6)		
176	Services Provided	VARCHAR (1)		Benefits Counseling
177	Primary Purchased VR Service Provider Type	VARCHAR (1)		
178	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)		
179	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)		
180	Comparable Services and Benefits Providers	VARCHAR (6)		
181	Services Provided	VARCHAR (1)	Customized Employment Services	
182	Primary Purchased VR Service Provider Type	VARCHAR (1)		
183	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)		
184	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)		
185	Comparable Services and Benefits Providers	VARCHAR (6)	Other Services	
186	Services Provided	VARCHAR (1)		

010/25/201	010/25/201	010/25/201	010/25/201
187	Primary Purchased VR Service Provider Type	VARCHAR (1)	
188	State Vocational Rehabilitation Grant (Title I) Funds Used to Purchase Services	INT(6)	
189	Supported Employment State Grant (Title VI. Part B) Funds Used to Purchase Services	INT(6)	
190	Comparable Services and Benefits Providers	VARCHAR (6)	
191	Level of Education Attained at Closure	VARCHAR (2)	
192	Student with Disability in Secondary Education at Closure	VARCHAR (1)	
193	Number of Jobs at Closure	VARCHAR (1)	
194	Primary Occupation at Closure	VARCHAR (6)	
195	Start Date of Employment in Primary Occupation at Closure	DATE 112 (YYYYMMDD)	
196	Employment Status at Closure	VARCHAR (1)	
197	Weekly Earnings at Closure	INT(5)	
198	Hours Worked in a Week at Closure	INT(3)	
199	SSDI	INT(5)	199-205. Monthly Public Support Amount at Closure
200	SSI for the Aged, Blind or Disabled	INT(5)	
201	TANF	INT(5)	
202	General Assistance (State or local government)	INT(5)	
203	Veterans' Disability Benefits	INT(5)	
204	Workers' Compensation	INT(5)	
205	Other Public Support	INT(5)	
206	Primary Source of Support at Closure	VARCHAR (1)	
207	Medicaid	VARCHAR (1)	207-212. Medical Insurance Coverage at Closure
208	Medicare	VARCHAR (1)	

010/25/201	010/25/201	010/25/201	010/25/201
209	Public Insurance from Other Sources	VARCHAR (1)	
210	Private Insurance Through Own Employer	VARCHAR (1)	
211	Not Yet Eligible for Private Insurance Through Current Employer, but Will Be Eligible for Private Insurance After a Certain Period of Employment	VARCHAR (1)	
212	Private Insurance Through Other Means	VARCHAR (1)	
213	Type of Closure	VARCHAR (1)	
214	Reason for Closure	VARCHAR (2)	
215	Date of Closure	DATE 112 (YYYYMMDD)	

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APPENDIX J.5

**2017 TO PRESENT FILE LAYOUT OF THE RSA-911 FILES
(POLICY DIRECTIVE RSA-PD-16-04, JUNE 14, 2017)**

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

POLICY DIRECTIVE

RSA-PD-16-04

DATE: June 14, 2017

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES
STATE REHABILITATION COUNCILS
CLIENT ASSISTANCE PROGRAMS

SUBJECT: Revision of Policy Directive (PD) 16-04 instructions for the completion of the Case Service Report Manual (RSA-911) for the State Vocational Rehabilitation Services Program and the State Supported Employment Services Program.

POLICY: Through this PD, the Rehabilitation Services Administration (RSA) is transmitting a copy of the revised RSA-911 for the State Vocational Rehabilitation (VR) Services and State Supported Employment Services programs. The Office of Management and Budget has approved this information collection (OMB control number 1820-0508) until August 31, 2019. The attached version of the RSA-911 becomes effective upon the issuance of this PD.

VR agencies will begin submitting RSA-911 data consistent with this PD for Program Year (PY) 2017 beginning on July 1, 2017. VR agencies will submit RSA-911 data in accordance with RSA PD-14-01, dated October 25, 2013 for the first three quarters of FFY 2017 (October 1, 2016 – June 30, 2017). By July 1, 2017, VR agencies must ensure that:

- 1) the agency's data collection system is capable of capturing and reporting all the required data elements;
- 2) VR staff have completed training necessary to ensure the collection and reporting of the required data elements; and
- 3) internal control processes to ensure the accuracy and validity of the data have been implemented.

RSA will not approve requests for delays or waivers in meeting these requirements or the established timelines.

RSA uses the data collected through the RSA-911 to describe the performance of the VR and Supported Employment programs in the Annual Report to the Congress and the President as required by sections 13 and 101(a)(10) of the Rehabilitation Act of 1973, as amended (the Act). RSA also uses these data to assess the performance of the VR program through the calculation of evaluation standards and performance indicators as required by section 106 of the Act, which must be consistent with the common performance accountability measures established under section 116 of title I of WIOA for the core programs of the workforce development system.

In addition, RSA uses data reported through this data collection to support its other responsibilities under the Act. Section 14(a) of the Act calls for the evaluation of programs authorized under the Act, as well as an assessment of the programs' effectiveness in relation to cost. Many of these evaluation studies have utilized RSA-911 data. RSA also uses data captured through the RSA-911 during the conduct of both the annual review and periodic onsite monitoring of VR agencies required by section 107 of the Act to examine the effectiveness of program performance.

Other important management activities, such as the provision of technical assistance, program planning, and budget preparation and development, are greatly enhanced through the use of RSA-911 data. In addition, RSA uses RSA-911 data in the exchange of data under a data sharing agreement with the Social Security Administration as required by section 131 of the Act. Finally, the RSA-911 data is used widely by researchers' disability-related analyses and reports.

Electronic Submission

VR agencies must submit a comma delimited data file through an RSA-911 data portal via RSA's website, <https://rsa.ed.gov>. RSA-911 data must be submitted to RSA on a quarterly basis, no later than 45 days after the end of each quarter in accordance with the following schedule:

- 1) Reporting Period: July 1- September 30
Report Due: November 15
- 2) Reporting Period: October 1- December 31
Report Due: February 15
- 3) Reporting Period: January 1- March 31
Report Due: May 15
- 4) Reporting Period: April 1- June 30
Report Due: August 15

So that a VR agency can be considered to have met the data submission requirement, the data must be submitted in accordance with the timeline

above and be accurate. Data submissions that are submitted by the due date and returned for correction will not be considered timely submissions.

Data Elements

The data elements have been categorized to indicate the point in the VR or supported employment process when the data should be collected. The data elements are designed to collect information at that particular point (e.g., application, eligibility, etc.). To ensure data validity, it is important that VR agencies collect and report the data at the correct time.

Edit Checks

RSA maintains and provides a comprehensive edit check table to agencies via the secure share folders. The table details, by data element, the edit checks required to ensure the integrity of data submissions. Edits describe constraints that should be satisfied by the data. Each data submission is analyzed to determine whether the data is consistent with the edit checks. Data submissions that fail to pass the edit check are returned to the VR agency for correction and resubmission. Any corrections made must be consistent with the agency's electronic case management system and the supporting documentation maintained by the agency.

RSA is not be issuing an edit check database application to VR agencies due to the total number of data elements. VR agencies are responsible for ensuring that any data submitted conforms to edit check and data submission requirements.

RSA made several technical and clarifying changes to the RSA-911 as a result of questions and comments received from VR agencies that identified needed modifications to the RSA-911 instructions. These changes are identified in Attachment A to this PD.

For any questions regarding the RSA-911, please contact Melinda Giancola by phone at 202-245-7312 or by email at melinda.giancola@ed.gov.

CITATIONS

IN LAW: Section 116(b) in title I of WIOA and sections 101(a)(10) and 607 of the Act, as amended by WIOA.

CITATIONS IN REGULATIONS:

34 CFR 361.47 and 34 CFR 361.56

EFFECTIVE

DATE: Effective immediately upon issuance.

EXPIRATION

DATE: August 31, 2019

INQUIRIES

TO: RSA state liaisons

/s/

Edward Anthony, Ph.D.
Acting Commissioner

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 VOCATIONAL REHABILITATION SERVICES

AND

STATE SUPPORTED EMPLOYMENT SERVICES PROGRAMS

U.S. DEPARTMENT OF EDUCATION

OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES

REHABILITATION SERVICES ADMINISTRATION

OMB CONTROL NUMBER: 1820-0508

JUNE 2017

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I. General Information

A. Data Reporting Requirements

The data comprising the Case Service Report (RSA-911) are mandated by the Rehabilitation Act of 1973 (the Act), as amended by title IV of the Workforce Innovation and Opportunity Act (WIOA). Applicable portions of the Act explicitly or implicitly require the collecting and reporting of specific data elements by State Vocational Rehabilitation (VR) agencies to the Rehabilitation Services Administration (RSA) for the VR and Supported Employment (SE) programs. In addition, reporting requirements to support the performance accountability system under section 116 of title I of WIOA are applicable to the VR program, as one of the six core programs of the Workforce Development System.

This revised data collection incorporates new reporting requirements in section 116(b) in title I of WIOA and sections 101(a)(10) and 607 of the Act, as amended by WIOA. New requirements under section 101(a)(10) include, for example, the reporting of data on the number of individuals with open service records and the types of services these individuals are receiving (including SE services); students with disabilities receiving pre-employment transition services; and individuals referred to the VR program by one-stop operators and individuals referred to such one-stop operators by VR agencies.

Section 116 of title I of WIOA requires the reporting of data needed to calculate State performance on the primary indicators of performance for the core programs. In addition, States must report information on barriers to employment for participants under each of the core programs. The data reported by States will be used by both the Departments of Education and Labor to determine State levels of performance on the primary indicators that could form the basis for the imposition of financial sanctions against a State, as described in the WIOA Joint Final Rule. Therefore, it is critical that the data reported be accurate and submitted timely.

In accordance with 34 CFR 361.150(a)(1), for purposes of the VR program, an individual is a “participant” if he or she has an approved individualized plan for employment (IPE) and have begun receiving VR services. A “reportable individual,” in accordance with 34 CFR 361.150(b), is an individual who has taken action that demonstrates an intent to use program services and who meets specific program criteria for reporting, which may include the provision of identifying information, the use of a self-service system, or receipt of information-only services or activities.

The following are considered reportable individuals for the VR program:

- Individuals who have applied for VR services but have not yet met the definition of “participant”; and
- Students with disabilities receiving pre-employment transition services prior to applying and being determined eligible for VR services and having an approved IPE (e.g., the student does not meet the definition of a “participant”)

A key difference between a “participant” and “reportable individual,” for purposes of the common performance accountability system, is that only “participants” are included in performance calculations for determining levels of performance for the primary indicators of performance. Furthermore, there currently is no requirement for the collection and reporting of outcome data for reportable individuals.

1. Internal Controls

In accordance with 34 CFR 361.12, VR agencies must implement policies and procedures that ensure the proper and efficient administration of the VR program, including those necessary to carry out all functions for which the State is responsible under this program. These methods must include procedures to ensure accurate data collection and financial accountability. It is incumbent on VR agencies to establish policies and procedures that ensure the accurate collection, retention, and timely reporting of all data.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) (2 CFR 200.61) defines internal controls as:

a process, implemented by a non-Federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- (a) Effectiveness and efficiency of operations;
- (b) Reliability of reporting for internal and external use; and
- (c) Compliance with applicable laws and regulations.

VR agencies must establish and maintain internal control processes necessary to ensure the State’s ability to meet the internal control requirements.

The RSA Commissioner (Commissioner) is responsible for the review and monitoring of State VR programs to determine whether a State is complying substantially with the provisions of the VR portion of the Unified or Combined State Plan. The reliability and validity of data reported in the RSA-911 may be subject to desk review, monitoring and/or audits. Sections 107(b) and (c) of the Act specify the remedies available to the Commissioner if a State fails to satisfy Federal requirements governing the VR program, including requirements related to data reporting. States that fail to meet the data reporting requirements may also face potential consequences resulting from audit findings stemming from Inspector General, State, or Single Audits.

2. Supporting Documentation

The requirements in 34 CFR 361.47 and 34 CFR 361.56, taken together, require VR agencies to maintain verifying documentation in an individual’s case file, particularly regarding eligibility determinations, development of the

individualized plan for employment, services provided, and case closure. It is important to note that the use of an electronic case management system, does not remove the requirement for the agency to maintain either hard copies or scanned copies of required supporting documentation in the individual's service record. An electronic case management system is merely a data entry process that is susceptible to data entry errors. Requiring staff to note the source of the employment data also does not provide documentation necessary to ensure data validity and reliability. RSA will maintain a table that lists the RSA-911 supporting documentation requirements on RSA's website at <https://rsa.ed.gov>.

B. Case Service Records

The case service record documents the application for and/or provision of VR and SE services to individuals with disabilities, including program outcomes. An individual may have multiple service records resulting from repeated involvement with the VR and SE programs. For example, an individual may receive pre-employment transition services and/or other VR services in secondary school and then years later apply for additional VR services. These two periods of participation in the VR program would constitute separate service records.

Opening of Case Service Record: Under this data collection, VR agencies are required to report data on open service records on a quarterly basis. A service record is opened when either an individual applies for VR services (Date of Application (IV.A)) or, in the case of a student with a disability that is solely receiving pre-employment transition services, the Start Date of Pre-Employment Transition Services (X.A). These dates initiate the quarterly reporting requirement for all individuals with an open service record.

Closure of the Case Service Record: The case service record is considered closed when the individual has a Date of Exit (XVII.A) and all of the required data elements, including the post-exit data elements when required, have been reported. For a student with a disability who solely received pre-employment transition services and has not applied to receive other VR services, the service record is closed when the student is no longer receiving such services as indicated in the pre-employment transition services data elements (X.B-E).

Duplicate individual records will not be accepted. For example, records with the same Social Security Number and Date of Application would be considered a duplicate case service record. If an individual has multiple exits within the same program year, each exit must be reported and cannot overlap. For example, if an individual had more than one Date of Application in a quarter, the Date of Exit (XVII.A) associated with the first application must be a date before the second Date of Application.

C. Unique Individuals

All service record data submitted for the same reporting period must be associated with a unique individual. Therefore, each individual receiving services must be assigned a Unique Identifier (III.A). This identifier allows RSA to report an unduplicated count of

individuals receiving services in accordance with the Joint WIOA Performance Information Collection Request (Joint Performance ICR). The unique identifier will also be used to calculate a count of unique program participants for each State, which will be reported on the State Performance Reporting Template. In addition, the unique identifier provides RSA a means to communicate with agencies regarding an individual's data elements without the exchange of Personally Identifiable Information (PII). RSA will use the data elements in the table below to identify a unique individual within a data set.

Table 1.1: Individual Identification Data Elements

Date Element	Report Due Date
III.A	Unique Identifier, <i>and</i>
III.B	Social Security Number

If an individual does not have a Social Security Number (SSN) or chooses not to provide an SSN, only the Unique Identifier is reported. An individual's SSN is reported only once to RSA with the Unique Identifier. After that, the Unique Identifier is the only unique individual data element reported with each data submission.

D. Data Elements

Each data element has an associated data element type that serves as a guide for submitting valid values.

Table 1.2: RSA-911 Data Element Types

Data Type	Description
VARCHAR n	Data can include any letters or numbers with a maximum length defined by "n". All variable character (VARCHAR) data elements that require numbers use only positive numbers.
DATE (YYYYMMDD)	Data can include dates in the eight-digit format of year, month, and day. All dates reported on the RSA-911 must be in the format of (YYYYMMDD), where (YYYY) is year, (MM) is month and (DD) is day. For Year (YYYY): Record the calendar year using all four digits of the year (e.g., 2016). For Month (MM): Record the months using two digits (e.g., 01 for January, 02 for February, etc.) For Day (DD): Record the day of the month using two digits. When the day is a single digit, add a "0" prefix (e.g., 01, 02, 03, etc.).
Decimal n,x	Data can include a decimal number with a total of number of "n" digits, of which "x" can be after the decimal point.
INT n	Data can include any integer (whole number) with a maximum length of integers as defined by "n". All integers must be positive.

Due to the length of some of the data element descriptions, each data element has been assigned an “Element Number” to make referencing a data element easier. “Element Number” refers to the assigned data element number (e.g., element number 6 refers to Social Security Number). When “data element” is used, the associated reference is to the location in this document where that data element is located (e.g., data element III.B refers to outline section III.B where the data element, Social Security Number is located).

The data elements have been categorized to indicate the point in the VR process when the data should be collected. The data elements are designed to collect information at a particular point (e.g., application, eligibility, IPE, etc.). In order to ensure data validity, it is important that VR agencies collect and report the data at the correct time.

E. Data Submission

RSA-911 data must be submitted to RSA on a quarterly basis, no later than 45 days after the end of each quarter in accordance with the following schedule:

Table 1.3: Reporting Dates

Quarter	Reporting Period	Report Due Date
1	July 1 – September 30	November 15
2	October 1 – December 31	February 15
3	January 1 – March 31	May 15
4	April 1 – June 30	August 15

VR agencies will submit a comma delimited data file through an RSA-911 data portal via RSA’s website, <https://rsa.ed.gov>. *Though some elements may be left blank, a comma delimited space must be included for each data element in each submission. The element number refers to the location of the reported response in the comma delimited text string (e.g., the second comma delimited position in the text file would be for Social Security Number).*

Each VR Director will receive a userid and password necessary to access the RSA-911 upload data webpage. The VR Director will be responsible for ensuring submission and certification of the RSA-911 data on a quarterly basis. The VR Director may formally delegate this responsibility to another individual who is authorized to certify the data on behalf of the VR agency. End users will be required to reset the password periodically for security purposes.

When uploading data, the RSA-911 upload webpage will capture the following data elements:

1. Name of Individual Submitting Data – Entered by end user.
2. Title of Individual Submitting Data – Entered by end user.
3. Phone Number for Individual Submitting Data – Entered by end user.
4. Email Address for Individual Submitting Data – Entered by end user.
5. Date Report Submitted – No data entry required.

End users will follow the RSA-911 webpage prompts to upload the data file. Prior to the submission of the data, the VR Director, or individual formally delegated the authority to submit the data on behalf of the VR Director, will be required to certify the following statement:

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures reported are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

F. Edit Checks

RSA will maintain a comprehensive edit check table on RSA's website, <https://www.rsa.ed.gov>. The table will detail, by data element, the edit checks required to ensure the integrity of data submissions. Edits describe constraints that should be satisfied by the data. Each data submission will be analyzed to determine whether the data is consistent with the edit checks. Data submissions that fail to pass the edit check will be returned to the VR agency for correction and resubmission. Any corrections made must be consistent with the agency's electronic case management system and the supporting documentation maintained by the agency.

RSA's data editing process will utilize both hard and soft edits. Hard edits identify records that "fail" based upon erroneous combinations or missing values. Soft edits are constraints that identify (combinations of) values that are suspicious but not necessarily incorrect.

Due to the number of data elements, RSA will not be issuing an edit check database application to VR agencies. VR agencies are responsible for ensuring that any data submitted conforms to edit check and data submission requirements.

G. WIOA Participant Individual Record Layout (WIOA PIRL)

The WIOA PIRL is derived from the Joint Performance ICR and provides a standardized set of data elements, definitions, and reporting instructions that will be used to describe the characteristics, activities, and outcomes of WIOA participants. Under the WIOA PIRL, a "participant" for the purpose of the VR program is an individual who has an approved and signed Individualized Plan for Employment (IPE) and has begun to receive services. VR agencies are required to collect participant information that corresponds with the data elements and descriptions delineated within the WIOA PIRL. Once collected, RSA will then aggregate this information as specified in the WIOA Annual Statewide Performance Report Specifications, which details the common data elements and technical specifications necessary for calculation of the State and Local Area performance report elements that will be used in reporting across all core programs.

Where there is a direct correlation between a WIOA PIRL data element and an RSA-911 data element, the WIOA PIRL data element number and name have been included. There

are additional WIOA PIRL data elements that must be calculated from other RSA-911 data elements. A list of the calculated WIOA PIRL data elements and the methodology used to calculate them will be posted on RSA’s website, <https://www.rsa.ed.gov>.

H. Pre-Employment Transition Services

The data elements in the table below are the only ones required if an individual is receiving pre-employment transition services and has not applied for or been determined eligible for VR services.

Table 1.4: Required Data Elements for Individuals Receiving Pre-Employment Transition Services

Data Element	Name
III.A	Unique Identifier
III.B	Social Security Number (if available)
IV.B	Date of Birth
IV.C.2 – IV.C.6	Race – Required if student is in elementary or secondary education.
IV.C.7	Ethnicity – Required if student is in elementary or secondary education.
IV.F	Student with a Disability
X.A	Start Date of Pre-Employment Transition Services
X.B – X.F	Pre-Employment Transition Services

Note: While these are the only required fields for pre-employment transition services, you must report all comma-delimited fields in accordance with the data submission guidelines in Section E, above.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1,604 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is mandatory as required by the Rehabilitation Act of 1973, as amended. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Rehabilitation Services Administration, Data Unit, 400 Maryland Ave., SW, Washington, DC 20202-2800 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0508.

II. Reporting Period Identification Data Elements

The information in this section must be submitted quarterly for all data submissions.

A. Program Year

Data Type: INT 4

Change: New

Element Number: 1

Multiple Values Allowed: No

Record the program year associated with the reporting period. Program year begins in July and ends in June of the following year.

B. Program Year Quarter

Data Type: INT 1

Change: New

Data Element Reference Number: 2

Multiple Values Allowed: No

Record the program year quarter applicable to this data collection reporting period.

Quarter	Period
1	July 1 – September 30
2	October 1 – December 31
3	January 1 – March 31
4	April 1 – June 30

C. Date Report Submitted

Data Type: DATETIME (YYYYMMDD)

Change: New

Data Element Reference Number: 3

Multiple Values Allowed: No

Record the last day of the quarter for which the data is being submitted.

D. Agency Code

Data Type: INT 3

Change: Revised

Data Element Reference Number: 4

Multiple Values Allowed: No

Record the code value assigned to the VR agency submitting the data from the following table. Codes have been pre-assigned to nonexistent agencies for individuals who are blind or visually impaired in the event that these agencies are established in the future.

State or Territory	Abbreviation	General/ Combined Code	Blind Code
Alabama	AL	001	057
Alaska	AK	002	058
American Samoa	AM	003	059
Arizona	AZ	004	060
Arkansas	AR	005	061
California	CA	006	062

State or Territory	Abbreviation	General/ Combined Code	Blind Code
Colorado	CO	007	063
Connecticut	CT	008	064
Delaware	DE	009	065
District of Columbia	DC	010	066
Florida	FL	011	067
Georgia	GA	012	068
Guam	GU	013	069
Hawaii	HI	014	070
Idaho	ID	015	071
Illinois	IL	016	072
Indiana	IN	017	073
Iowa	IA	018	074
Kansas	KS	019	075
Kentucky	KY	020	076
Louisiana	LA	021	077
Maine	ME	022	078
Maryland	MD	023	079
Massachusetts	MA	024	080
Michigan	MI	025	081
Minnesota	MN	026	082
Mississippi	MS	027	083
Missouri	MO	028	084
Montana	MT	029	085
Nebraska	NE	030	086
Nevada	NV	031	087
New Hampshire	NH	032	088
New Jersey	NJ	033	089
New Mexico	NM	034	090
New York	NY	035	091
North Carolina	NC	036	092
North Dakota	ND	037	093
Northern Marianas	MP	038	094
Ohio	OH	039	095
Oklahoma	OK	040	096
Oregon	OR	041	097

State or Territory	Abbreviation	General/ Combined Code	Blind Code
Pennsylvania	PA	042	098
Puerto Rico	PR	043	099
Rhode Island	RI	044	100
South Carolina	SC	045	101
South Dakota	SD	046	102
Tennessee	TN	047	103
Texas	TX	048	104
Utah	UT	049	105
Vermont	VT	050	106
Virginia	VA	051	107
Virgin Islands	VI	052	108
Washington	WA	053	109
West Virginia	WV	054	110
Wisconsin	WI	055	111
Wyoming	WY	056	112

III. Unique Identifier Data Elements

Each individual must be assigned a twelve-digit unique identifier. The Unique Identifier must be submitted quarterly for all applicants and eligible individuals, as well as students with a disability who are solely receiving pre-employment transition services and who have not yet applied for VR services. If an individual does not have an SSN or chooses not to provide an SSN, then only the Unique Identifier is reported. An individual's SSN is reported only one time to RSA with the Unique Identifier. After that, the Unique Identifier is the only unique individual data element reported with each data submission. Once either of these data elements has been reported, the data elements may ONLY be changed by contacting RSA Data Unit staff to initiate a modification.

A. Unique Identifier

Report: Each Data Submission

Data Type: VARCHAR 12

Element Number: 5

Change: New

Multiple Values Allowed: No

- Data entry is required if individual is receiving pre-employment transition services.
- WIOA PIRL data element number 100, Unique Individual Identifier.

When assigning the identifier, the first two digits are the State's Postal Code (IV.D.1) followed by a unique ten-digit number that is not associated with the individual's SSN. The number must not duplicate any other assigned unique identifiers.

When assigning a unique identifier, ensure that the same twelve-digit identifier is used in subsequent years for the same individual if additional service records are opened for the individual in the future. When a Blind or General agency in the same State identifies that an individual has been or is being served by the other agency, every effort should be made to ensure the same unique identifier is used for both agencies. This is necessary in order to obtain an unduplicated count of individuals being served in a State.

B. Social Security Number

Report: When Available

Data Type: VARCHAR 9

Element Number: 6

Change: None

Multiple Values Allowed: No

- Must be left blank after initial report.
- Enter data, if available, for individuals receiving pre-employment transition services.

Record the individual's nine-digit SSN. Please note that if no SSN is provided, the individual's wage information cannot be verified through unemployment insurance data and would need to be determined through supplemental information.

IV. Data Elements at Application

The data elements contained in this section are to be reported for each individual who has submitted an application to receive services under the VR program during the quarter. Some of these data elements, as indicated below, must also be reported for students with disabilities who are receiving pre-employment transition services and have not submitted an application to receive VR services consistent with the start date of pre-employment transition services.

A. Date of Application

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Element Number: 7

Change: Revised

Multiple Values Allowed: No

Record the date (year, month, and day) that the agency received a completed and signed application form for VR services from the applicant. The date must be verifiable through supporting documentation.

If a student with a disability is receiving pre-employment transition services only and has not submitted an application for VR services this data element should be left blank and, as stated above, the Start Date of Pre-Employment Transition Services (X.A) is reported. However, if the individual has submitted an application to receive VR services other than pre-employment transition services, this data element is required.

B. Date of Birth

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first

Data Type: DATETIME (YYYYMMDD)

Change: Revised

Element Number: 8

Multiple Values Allowed: No

- Data entry is also required for an individual who is solely receiving pre-employment transition services.
- WIOA PIRL data element number 200, Date of Birth.

Record the individual's date (year, month, and day) of birth.

C. Individual Characteristics**1. Sex**

Report: At Application

Data Type: INT 1

Change: Revised

Element Number: 9

Multiple Values Allowed: No

- WIOA PIRL data element number 201, Sex.

Record the applicant's sex.

<u>Code</u>	<u>Description</u>
1	Individual indicates that he is male.
2	Individual indicates that she is female.
9	Individual did not self-identify their sex.

Race Reporting (IV.C.2-IV.C.6) General Information:

Race information should be recorded for all individuals whose service records were opened in the quarter being reported. For students or youth with disabilities in elementary or secondary education, reporting on race is required. If such students or youth refuses to identify his/her race, the counselor should, at a minimum, notify the individual that if he/she fails to self-identify, an observer-identification method will be used. The counselor or interviewer would then provide the best assessment of the individual's race. This guidance is consistent with the Department of Education's and the Office of Management and Budget's (OMB's) standards for collecting race data.

For individuals not in elementary or secondary education, self-identification is required to the greatest extent possible. It is generally expected that the information recorded will reflect the individual's own identification of race from the categories provided. Observer identification is not required for individuals with disabilities who are not in elementary or secondary education.

When reporting on multi-racial individuals, use more than one race variable indicating the individual is of that race (i.e., more than one code value 1). If the individual is not in

elementary or secondary education and refuses to self-identify, record code value 9 to indicate the individual did not self-identify.

Agencies may leave the data element blank only for individuals with Type of Exit (XVII.B) code value 0 (Individual exited as an applicant, prior to eligibility determination or trial work). For example, if an individual applies for services via an application form or letter and exits the agency without being seen by agency personnel, this individual's race would not be known and could not be observed and therefore all race codes would be left blank.

2. **American Indian or Alaska Native**

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 10

Multiple Values Allowed: No

- Data entry is required if individual is in elementary or secondary education.
- WIOA PIRL data element number 211, American Indian/Alaska Native.

An individual having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Code Description

- 1 Individual is American Indian or Alaska Native.
- 0 Individual is not American Indian or Alaska Native.
- 9 Individual did not self-identify his/her race.

3. **Asian**

Report: Either at application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 11

Multiple Values Allowed: No

- Data entry is required if individual is in elementary or secondary education.
- WIOA PIRL data element number 212, Asian.

An individual having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

<u>Code</u>	<u>Description</u>
1	Individual is Asian.
0	Individual is not Asian.
9	Individual did not self-identify his/her race.

4. **Black or African American**

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 12

Multiple Values Allowed: No

- Data entry is required if individual is in elementary or secondary education.
- WIOA PIRL data element number 213, Black/African American.

An individual having origins in any of the Black racial groups of Africa.

<u>Code</u>	<u>Description</u>
1	Individual is Black or African American.
0	Individual is not Black or African American.
9	Individual did not self-identify his/her race.

5. **Native Hawaiian or Other Pacific Islander**

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 13

Multiple Values Allowed: No

- Data entry is required if individual is in elementary or secondary education.
- WIOA PIRL data element number 214, Native Hawaiian/Other Pacific Islander.

An individual having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

<u>Code</u>	<u>Description</u>
1	Individual is Native Hawaiian or Other Pacific Islander.
0	Individual is not Native Hawaiian or Other Pacific Islander.
9	Individual did not self-identify his/her race.

6. **White**

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 14

Multiple Values Allowed: No

- Data entry is required if individual is in elementary or secondary education.
- WIOA PIRL data element number 215, White.

An individual having origins in any of the original peoples of Europe, the Middle East or North Africa.

<u>Code</u>	<u>Description</u>
1	Individual is White.
0	Individual is not White.
9	Individual did not self-identify his/her race.

7. **Ethnicity - Hispanic or Latino**

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 15

Multiple Values Allowed: No

- Data entry is required if individual is in elementary or secondary education.
- WIOA PIRL data element number 210, Ethnicity Hispanic/Latino.

This data element should be recorded for all individuals whose service records were opened in the quarter being reported. For students or youth with disabilities in secondary education, reporting on ethnicity is required.

If such student or youth refuses to identify his/her ethnicity, the counselor should, at a minimum, notify the individual that if he/she fails to self-identify, an observer-identification method will be used. The counselor or interviewer would then provide the best assessment of the individual's ethnicity. This guidance is consistent with the Department of Education's and OMB's standards for collecting ethnicity data.

If the elementary or secondary student or youth self-identifies as Hispanic or Latino, but refuses or is unable to identify one or more race categories in addition, code the student or youth as Hispanic or Latino for ethnicity and follow the observer-identification method as described above for the race categories.

For individuals not in secondary education, self-identification is required to the greatest extent possible. It is generally expected that the information recorded will reflect the individual's own identification of ethnicity. Observer identification is not required for individuals with disabilities who are not in elementary or secondary education.

If the individual is not in secondary education and refused to self-identify, record 9 to indicate that the individual did not self-identify ethnicity. Individuals who identify as Hispanic (an individual of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race) may belong to any race group.

<u>Code</u>	<u>Description</u>
1	Individual is Hispanic or Latino.
0	Individual is not Hispanic or Latino.
9	Individual did not self-identify his/her ethnicity.

8. Veteran

Report: At Application

Data Type: INT 1

Element Number: 16

Change: None

Multiple Values Allowed: No

Record code value to indicate whether applicant served in the active military, navel or air service, and was discharged or released under conditions other than dishonorable.

Code Description

1 Applicant is a veteran.

0 Applicant is not a veteran.

9. Living Arrangement

Report: At Application

Data Type: INT 2

Element Number: 17

Change: Revised

Multiple Values Allowed: No

Record the living arrangements of the applicant, either temporarily or permanently, at application, using the following code values:

Code Description

1 Private Residence (independent, or with family or other person)

2 Community Residential Facility/Group Home

3 Rehabilitation Facility

4 Mental Health Facility

5 Nursing Home

6 Correctional Facility

7 Halfway House

8 Substance Abuse Treatment Center

9 Homeless/Shelter

10 Other

D. Location Information**1. State Postal Code of Residence**

Report: At Application and Update as Needed

Data Type: VARCHAR 2

Element Number: 18

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 101, State Code of Residence.

Record the two-letter State Postal Code for the State or U.S. Territory corresponding to the location of the individual's residence. For example, South Dakota would be represented as "SD."

For persons on active military duty, VR agencies should record the two-letter Air/Army Post Office (APO) or Fleet Post Office (FPO) as defined by the Military Postal Service Agency.

Code	FIPS Description
AE	(ZIPs 09xxx) for Armed Forces Europe which includes Canada, Middle East, and Africa
AP	(ZIPs 962xx - 966xx) for Armed Forces Pacific
AA	(ZIPs 340xx) for Armed Forces (Central and South) Americas
AL	Alabama
AK	Alaska
AS	American Samoa
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
MI	Michigan
NY	New York
NC	North Carolina
MN	Minnesota

Code	FIPS Description
ND	North Dakota
MP	Northern Marianas
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
VI	Virgin Islands
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming
88	Mexico
99	Canada
XX	Other (Not Listed Above)

2. County FIPS Code

Report: At Application and Update as Needed

Data Type: INT 5

Change: New

Element Number: 19

Multiple Values Allowed: No

- Joint Department of Education and Department of Labor data element.

Record the FIPS county code for the individual's residence. This code is a five-digit Federal Information Processing Standard (FIPS) that uniquely identifies counties, county equivalents, and certain U.S. territories. The first two digits are the FIPS State code and the last three are the county code within the State or territories. The codes can be located at the U.S. Census Bureau website:

<https://www.census.gov/geo/reference/codes/cou.html>

3. Zip Code

Report: At Application and Update as Needed

Data Type: INT 5

Change: None

Element Number: 20

Multiple Values Allowed: No

Record the five-digit numeric U.S. Postal Service Zip Code corresponding to the location where the individual resides.

E. Source of Referral

Report: At Application

Data Type: INT 2

Element Number: 21

Change: Revised

Multiple Values Allowed: No

Record the individual, agency, or other entity that first referred the applicant to the VR agency by using one of the following code values. If the applicant approached the VR agency on his/her own, record code value 19 (self-referral).

Code	Source of Referral at Application
1	14(c) Certificate Holders
2	Adult Education and Literacy Programs
3	American Indian VR Services Program
4	Centers for Independent Living
5	Child Protective Services
6	Community Rehabilitation Programs
7	Consumer Organizations or Advocacy Groups
8	Department of Labor Employment and Training Service Programs for Adults, Dislocated Workers, and Youth
9	Educational Institutions (Elementary/Secondary)
10	Educational Institutions (Postsecondary)
11	Employers
12	Extended Employment Providers
13	Faith Based Organizations
14	Family/Friends
15	Intellectual and Developmental Disabilities Providers
16	Medical Health Provider (Public or Private)
17	Mental Health Provider (Public or Private)
18	Public Housing Authority
19	Self-referral
20	Social Security Administration (Disability Determination Service or District office)
21	State Department of Correction/Juvenile Justice
22	Temporary Assistance for Needy Families (TANF)
23	Veteran's Benefits Administration (which includes VA Vocational Rehabilitation)
24	Veteran's Health Administration (the VA hospital system, as well as the VA transitional living, transitional employment, and compensated work therapy programs)
25	Wagner-Peyser Employment Service Program
26	Welfare Agency (State or local government)
27	Worker's Compensation
28	Other One-stop Partner
29	Other Sources
30	Other State Agencies
31	Other VR State Agencies

Code	Source of Referral at Application
32	Other WIOA-funded Programs including Job Corps, YouthBuild, Indian and Native Americans, and Migrant and Seasonal Farmworker Programs

F. Student with a Disability

Report: Either at Application or Start Date of Pre-Employment Transition Services whichever comes first.

Data Type: INT 1

Change: Revised

Element Number: 22

Multiple Values Allowed: No

- Data entry is required if individual is receiving pre-employment transition services.

A student with a disability (34 CFR 361.5(c)(51) means, in general, an individual with a disability in a secondary, postsecondary, or other recognized education program who--

- (A)(1) Is not younger than the earliest age for the provision of transition services under section 614(d)(1)(A)(i)(VIII) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)(1)(A)(i)(VIII)); or
- (2) If the State involved elects to use a lower minimum age for receipt of pre-employment transition services under this Act, is not younger than that minimum age; and
- (B)(1) Is not older than 21 years of age; or
- (2) If the State law for the State provides for a higher maximum age for receipt of services under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), is not older than that maximum age; and
- (C)(1) Is eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (20 U.S.C. 1411 et seq.); or
- (2) Is a student who is an individual with a disability, for purposes of section 504.

Code Description

- 1 Individual is a student with a disability and has a section 504 accommodation.
- 2 Individual is a student with a disability and is receiving transition services under an Individualized Education Program (IEP).
- 3 Individual is a student with a disability who does not have a section 504 accommodation and is not receiving services under an IEP.
- 0 Individual is not a student with a disability.

G. Support**Monthly Public Support Amount General Information:**

Public support means cash payments made by Federal, State and/or local governments for any reason, including an individual's disability, age, or economic status. Include payments to a family unit precipitated by the individual's disability or when the individual's presence is taken into account in the computation of the family benefit.

1. Social Security Disability Insurance (SSDI) at Application

Data Type: INT 1

Change: None

Element Number: 23

Multiple Values Allowed: No

Code Description

1 Applicant receives SSDI.

0 Applicant does not receive SSDI.

2. Supplemental Security Income (SSI) for the Aged, Blind, or Disabled at Application

Data Type: INT 1

Change: None

Element Number: 24

Multiple Values Allowed: No

Code Description

1 Applicant receives SSI for the Aged, Blind, or Disabled program.

0 Applicant does not receive SSI for the Aged, Blind, or Disabled.

3. Temporary Assistance for Needy Families (TANF) at Application

Data Type: INT 1

Change: None

Element Number: 25

Multiple Values Allowed: No

Code Description

1 Applicant receives TANF benefits.

0 Applicant does not receive TANF benefits.

4. General Assistance (State or local government) at Application

Data Type: INT 1

Change: None

Element Number: 26

Multiple Values Allowed: No

Code Description

1 Applicant receives General Assistance.

0 Applicant does not receive General Assistance.

5. Veterans' Disability Benefits at Application

Data Type: INT 1

Change: None

Element Number: 27

Multiple Values Allowed: No

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

Code Description

- 1 Applicant receives Veterans' Disability Benefits.
- 0 Applicant does not receive Veterans' Disability Benefits.

6. Workers' Compensation at Application

Data Type: INT 1

Change: None

Element Number: 28

Multiple Values Allowed: No

Code Description

- 1 Applicant receives Workers' Compensation.
- 0 Applicant does not receive Workers' Compensation.

7. Unemployment Compensation at Application

Data Type: INT 1

Change: New

Element Number: 29

Multiple Values Allowed: No

Code Description

- 1 Applicant receives Unemployment Compensation benefits.
- 0 Applicant does not receive Unemployment Compensation benefits.

8. Primary Source of Support at Application

Data Type: INT 1

Change: None

Element Number: 30

Multiple Values Allowed: No

Record a code value from the table below to indicate the applicant's largest single source of economic support.

Code Description

- 1 Applicant's primary source of support is personal income (employment earnings, interest, dividends, rent, or retirement including social security).
- 2 Applicant's primary source of support is family and friends.
- 3 Applicant's primary source of support is public support (SSI, SSDI, TANF, etc.).
- 4 Applicant's primary source of support is from other sources (e.g., private disability insurance and private charities).

If the applicant is supported by the earnings of a spouse, or by the spouse's unemployment compensation benefits, record code value 2 (family and friends) as the Primary Source of Support and *not* code value 1 (personal income). If an applicant is primarily supported by a governmental entity with no cash support – for example, incarcerated individuals – record code value 3 (public support) as the Primary Source of Support only if the applicant is the recipient of the support. If the family receives public support, record code value 2 (family and friends).

9. Other Public Support at Application

Data Type: INT 5

Change: None

Element Number: 393

Multiple Values Allowed: No

Other Public Support payments are cash payments to individuals beyond those otherwise listed. 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.

Code Description

1 Applicant receives Other Public Support.

0 Applicant does not receive Other Public Support.

H. Medical Insurance Coverage**1. Medicaid at Application**

Data Type: INT 1

Change: None

Element Number: 31

Multiple Values Allowed: No

Code Description

1 Applicant has Medicaid.

0 Applicant does not have Medicaid.

2. Medicare at Application

Data Type: INT 1

Change: None

Element Number: 32

Multiple Values Allowed: No

Code Description

1 Applicant has Medicare.

0 Applicant does not have Medicare.

3. State or Federal Affordable Care Act Exchange at Application

Data Type: INT 1

Change: New

Element Number: 33

Multiple Values Allowed: No

State or Federal Affordable Care Act Exchange refers to individuals receiving benefits through their enrollment in an Affordable Care Act Exchange.

Code Description

1 Applicant is receiving benefits through the State or Federal Affordable Care Act Exchange at the time of application.

0 Applicant is not receiving benefits through the State or Federal Affordable Care Act Exchange at the time of application.

4. Public Insurance from Other Sources at Application

Data Type: INT 1

Change: Revised

Element Number: 34

Multiple Values Allowed: No

Code Description

1 Applicant has public insurance from sources not listed in data elements (IV.H.1-IV.H.3).

0 Applicant does not have public insurance.

5. Private Insurance Through Employer at Application

Data Type: INT 1

Change: Revised

Element Number: 35

Multiple Values Allowed: No

Code Description

1 Applicant has private insurance through employer.

0 Applicant does not have private insurance through employer.

6. Not Yet Eligible for Private Insurance Through Employer at Application

Data Type: INT 1

Change: None

Element Number: 36

Multiple Values Allowed: No

Code Description

1 Applicant is not eligible for private insurance through a current employer, but will be eligible for private insurance after a certain period of employment.

0 Applicant does not meet the conditions described above.

7. Private Insurance Through Other Means at Application

Data Type: INT 1

Change: None

Element Number: 37

Multiple Values Allowed: No

Private insurance through other means refers to applicants who are self-insured or receiving benefits through their parent/family members' insurance plan.

Code Description

1 Applicant has private insurance through other means.

0 Applicant does not have private insurance through other means.

V. Eligibility Data Elements**A. Date of Eligibility Determination**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: None

Element Number: 38

Multiple Values Allowed: No

Record the date that the initial eligibility determination was made.

This date will be maintained regardless of whether the individual is later determined ineligible. This situation may occur when an individual acquires additional disabilities or functional limitations during the service delivery process that result in the individual being unable to continue benefitting from VR services.

B. Eligibility Determination Extension

Report: Upon Occurrence

Data Type: INT 1

Change: New

Element Number: 39

Multiple Values Allowed: No

This data element records whether the applicant and counselor mutually agreed upon an extension (of time) for eligibility determination within 60 days of the individual's application for VR services.

Code Description

1 A signed eligibility determination extension was complete.

0 A signed eligibility determination extension was not completed.

VI. Order of Selection (OOS) Data Elements

A. Date of Placement on OOS Waiting List

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: Revised

Element Number: 40

Multiple Values Allowed: No

Record the date, if applicable, that the applicant was placed on an OOS waiting list. This date must be equal to or later than both the Date of Application (IV.A) and the Date of Eligibility Determination (V.A).

B. Date of Exit from OOS Waiting List

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: Revised

Element Number: 41

Multiple Values Allowed: No

Record the date, if applicable, that the applicant exited from an OOS waiting list. This date must be after the Date of Placement on OOS Waiting List (VI.A).

Leave blank if the applicant was not placed on an OOS wait list.

If the applicant exited the VR program from an OOS waiting list, this data element must contain a valid date and be equal to the Date of Exit (XVII.A) and Type of Exit (XVII.B), must be code 2 (Individual exited after eligibility, but from an order of selection waiting list).

VII. Disability Data Elements

A. Individual with a Disability

Report: At Eligibility Determination and Update as Needed

Data Type: INT 1

Change: New

Element Number: 42

Multiple Values Allowed: No

- WIOA PIRL data element number 202, Individual with a Disability.

Code Description

- | | |
|---|--|
| 1 | Individual indicates that he/she has any "disability", as defined in section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. |
| 0 | Individual indicates that he/she does not have a disability that meets the definition. |
| 9 | Individual did not self-identify. |

B. Primary Disability

Report: At Eligibility Determination and Update as Needed

Data Type: VARCHAR 5

Change: Revised

Element Number: 43

Multiple Values Allowed: Yes

Record the code value that best describes the individual's primary physical or mental impairment that causes or results in a substantial impediment to employment. The data reported is a combination of the Type of Impairment code and the Source of Impairment code. The first two digits designate the Type of Impairment (sensory, physical or mental), and the last two digits indicate the cause or Source of Impairment. Use a semi-colon between the Type of Impairment code and the Source of Impairment code. Do not use spaces or commas between the code values. If the individual is found not to have a disability, this item should be coded 0;0.

Leave blank if the information is not available for individuals who exited as an applicant prior to eligibility determination or trial work, Type of Exit (XVII.B) code value 0.

Code Type of Impairment

- | | |
|---|---------------|
| 0 | No Impairment |
|---|---------------|

Sensory/Communicative Impairments

- | | |
|---|--|
| 1 | Blindness |
| 2 | Other Visual Impairments |
| 3 | Deafness, Primary Communication Visual |
| 4 | Deafness, Primary Communication Auditory |
| 5 | Hearing Loss, Primary Communication Visual |
| 6 | Hearing Loss, Primary Communication Auditory |
| 7 | Other Hearing Impairments (Tinnitus, Meniere's Disease, hyperacusis, etc.) |
| 8 | Deaf-Blindness |
| 9 | Communicative Impairments (expressive/receptive) |

Code Type of Impairment**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 (e.g., fatigue, weakness, pain, etc.)
- 16 Other Physical Impairments (not listed above)

Mental Impairments

- 17 Cognitive Impairments (e.g., impairments involving learning, thinking, processing information and concentration)
- 18 Psychosocial Impairments (e.g., interpersonal and behavioral impairments, difficulty coping)
- 19 Other Mental Impairments

Code Source of Impairment

- 0 Cause Unknown
- 1 Accident/Injury (other than TBI or SCI)
- 2 Alcohol Abuse or Dependence
- 3 Amputations
- 4 Anxiety Disorders
- 5 Arthritis and Rheumatism
- 6 Asthma and Other Allergies
- 7 Attention-Deficit Hyperactivity Disorder (ADHD)
- 8 Autism
- 9 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 Intellectual Disability
- 26 Multiple Sclerosis
- 27 Muscular Dystrophy
- 28 Parkinson's Disease and Other Neurological Disorders

<u>Code</u>	<u>Source of Impairment</u>
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)

C. Secondary Disability

Report: At Eligibility Determination and Update as Needed

Data Type: VARCHAR 5

Change: Revised

Element Number: 44

Multiple Values Allowed: Yes

Record the code value that best describes the individual's secondary physical or mental impairment that causes or results in a substantial impediment to employment. Select from the code values listed in the Primary Disability (VII.B.) data element. The number reported is a combination of the Type of Impairment code and the Source of Impairment code. The first two digits designate the Type Impairment (sensory, physical or mental), and the last two digits indicate the cause or Source of Impairment. Use a semi-colon between the Type of Impairment code and the Source of Impairment code. Do not use spaces or commas between the code values.

If the individual is found not to have a disability, this item should be coded 0;0.

Leave blank if the information is not available for individuals who exited as an applicant prior to eligibility determination or trial work, Type of Exit (XVII.B) code value 0.

D. Significance of Disability

Report: At Eligibility Determination and Update as Needed

Data Type: INT 1

Change: None

Element Number: 45

Multiple Values Allowed: No

Record the appropriate code value to indicate whether the individual is classified by the agency as an individual with a significant disability or a most significant disability. If an individual is receiving Social Security benefits at application or exit due to their own disabling condition, he/she is presumed eligible and must be classified as an individual with at least a significant disability and may be classified in a more significantly disabled category consistent with the VR agency's approved criteria.

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; AND

- 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, intellectual disability, 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.

Individuals are to be coded as most significantly disabled if they meet the VR agency's definition of most significantly disabled using criteria consistent with the statutory definition of most significantly disabled described in section 101(a)(5)(c) of the Act as amended.

Code Description

- 1 Individual has a significant disability.
- 2 Individual is most significantly disabled.
- 0 Individual has no significant disability.

VIII. Trial Work Experience Data Elements

A. Start Date of Trial Work Experience

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Element Number: 46

Change: Revised

Multiple Values Allowed: No

This data element captures the start of assessment activities related to the provision of trial work as part of the initial VR eligibility process. This element may also be used to capture the start dates for subsequent instances of trial work for the purposes of additional assessment in the IPE development or service delivery process, as well as a subsequent determination of whether the individual can continue to benefit from services due to the occurrence of additional disabling condition(s) and/or additional functional limitations.

Record the date that the individual's trial work experience began. If the individual has been placed in more than one trial work experience, the first occurrence of trial work must have an End Date of Trial Work Experience (VIII.B) before another Start Date of Trial Work Experience can be entered.

Leave blank if individual did not have a trial work experience.

B. End Date of Trial Work Experience

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Element Number: 47

Change: None

Multiple Values Allowed: No

Record the date that the individual's trial work experience ended.

Leave blank if individual did not have a trial work experience.

IX. Individualized Plan for Employment (IPE) Data Elements

A. Date of Most Recent or Amended IPE

Report: At Each IPE and Amendment

Data Type: DATETIME (YYYYMMDD)

Element Number: 48

Change: Revised

Multiple Values Allowed: No

Record the date on which the most recent IPE for the individual became effective (date signed by both VR Counselor and individual).

Leave blank if individual does not have an IPE.

The IPE is effective on the date on which both the VR Counselor and individual reach agreement, as indicated by the signatures and dates on the IPE. If the two signatures bear different dates, the later date should be considered the effective date of the IPE. If the IPE is amended more than once during the same reporting quarter, record the most recent date. If the IPE is amended in subsequent quarters, record the subsequent date in the reporting quarter in which the IPE was amended.

B. Supported Employment Goal on Current IPE

Report: At Each IPE and Amendment

Data Type: INT 1

Element Number: 49

Change: Revised

Multiple Values Allowed: No

Code Description

1 Individual has a supported employment goal on the current IPE.

0 Individual does not have a supported employment goal on the IPE.

The term "supported employment" (34 CFR 361.5(c)(53)) means competitive integrated employment, including customized employment, or employment in an integrated work setting in which an individual with a most significant disability, including a youth with a most significant disability, is working on a short-term basis toward competitive integrated employment that is individualized, and customized, consistent with the unique strengths, abilities, interests, and informed choice of the individual, including with ongoing support services for individual with the most significant disabilities – (A) For whom competitive integrated employment has not historically occurred, or for whom competitive integrated employment has been interrupted or intermittent as a result of a significant disability; and (B) Who, because of the nature and severity of their disabilities, need intensive supported employment services and extended services after the transition from support provided by the designated State unit, in order to perform this work. See 34 CFR 361.5(c)(53) for the complete definition.

C. Employment

1. Employment at IPE

Data Type: INT 2

Change: New

Element Number: 50

Multiple Values Allowed: No

- WIOA PIRL data element number 400, Employment Status at Program Entry.

Record the code value that best describes the employment status of the individual. The first six codes are considered "employment" for purposes of this data element. Individuals not meeting the definitions for code values 1 through 6 below would be classified as "not employed" (code values 7 through 10).

If an individual's employment status can be recorded in two different code values, record the code value that is most descriptive of the individual's employment.

<u>Code</u>	<u>Description</u>
-------------	--------------------

- | | |
|---|---|
| 1 | <p><u>Competitive Integrated Employment</u> - (34 CFR 361.5(c)(9)) refers to work that (i) is performed on a full-time or part-time basis (including self-employment) and for which an individual is compensated at a rate that –</p> <p>(A) Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;</p> <p>(B) Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and</p> <p>(C) In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and</p> <p>(D) Is eligible for the level of benefits provided to other employees; and</p> <p>(ii) Is at a location--</p> <p>(A) Typically found in the community; and</p> <p>(B) Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and vendors), who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such</p> |
|---|---|

<u>Code</u>	<u>Description</u>
	employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons; and
	(iii) Presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.
2	<u>Self-Employment</u> (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.
3	<u>Randolph-Sheppard Business Enterprise Program (BEP)</u> refers to entrepreneurial self-employment through the Randolph-Sheppard Vending Facilities Program in which individuals who are legally blind are operators/managers of vending facilities located on Federal, State, or private locations with management services and supervision provided by a State VR agency that serves as the State Licensing Agency for the Randolph-Sheppard program.
4	<u>Employed: State Agency-managed Business Enterprise Program (BEP)</u> refers to small businesses (other than the Randolph-Sheppard program) 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 on a piece-rate. Individuals capable of activity outside the home, as well as homebound individuals, may engage in such employment.
5	<u>Employed: Extended Employment</u> refers to employment in a non-integrated or sheltered setting for a public or private nonprofit agency or organization that provides compensation in accordance with the Fair Labor Standards Act (34 CFR 361.5(c)(18)).
6	<u>Employed: Meets One of the Following Criteria</u> - (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification () or other notice that the facility or enterprise will close, or (b) is a transitioning service member. A transitioning service member is defined as an individual in active duty status (including separation leave) who registers for employment services and is within 24 months of retirement or 12 months of separation.
7	<u>Not Employed: Student in Secondary Education</u> , including GED classes and special education classes, with the goal of obtaining a secondary school diploma or GED.
8	<u>Not Employed: All Other Students</u> attending school full or part-time other than students in secondary education (for example, students in postsecondary education, adult education, or vocational training).
9	<u>Not Employed: Trainee, Intern or Volunteer</u> means persons engaging in unpaid work experiences, internships or volunteer work for purposes of increasing their employability. Such individuals may receive a stipend to

<u>Code</u>	<u>Description</u>
	defray the cost of transportation or other incidental expenses.
10	<u>Not Employed: Other</u> means 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).

2. Primary Occupation at IPE

Data Type: VARCHAR 6

Change: New

Element Number: 51

Multiple Values Allowed: No

For an individual who is employed, enter the current Standard Occupational Classification (SOC) code that best describes the individual's occupation from which he/she derives the majority of their hourly earnings. If the individual is not employed at IPE, leave blank.

3. Hourly Wage at IPE

Data Type: DECIMAL 5, 2

Change: New

Element Number: 52

Multiple Values Allowed: No

This data element captures cash earnings of the individual expressed as an hourly wage and includes all wages, salaries, tips, profits from self-employment and commissions received as income. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary.

Where wages are based on commissions that are irregular (e.g., real estate, automobile sales, etc.), they should be calculated as an average hourly wage over a representative period of time, such as one month or one quarter, to obtain a reportable figure. Commissions are generally not paid when earned, but rather are paid periodically, such as weekly, biweekly, or even monthly. To bring standardization to this data element, wages should be based on the actual receipt of the payment and not on amounts accruing until the next commission payout.

Record individual's hourly wage (rounded to the nearest cent) earned at the time of the IPE.

Record 0 if individual had no earnings at the time of IPE.

4. Hours Worked in a Week at IPE

Data Type: INT 2

Change: New

Element Number: 53

Multiple Values Allowed: No

Record the number of hours the individual worked for earnings in a typical week at the time of the IPE.

Record 0 if individual was unemployed and/or generated no earnings.

D. WIOA Program Involvement

The data elements in this section are completed at each IPE and updated as necessary. They should be reviewed and any changes noted with each subsequent IPE or more frequently if indicated.

1. Adult

Report: At Each IPE and Update as Needed

Data Type: INT 1

Change: New

Element Number: 54

Multiple Values Allowed: No

- WIOA PIRL data element number 903, Adult.

Code Description

- 1 Individual received services under WIOA section 133(b)(2)(A) [Adult Employment and Training Activities] as an individual who is not less than age 18 at the time of program entry.
- 2 Individual received services under WIOA section 133(a)(1) [Statewide Workforce Investment Activities].
- 3 Individual received services under WIOA sections 133(b)(2)(A) [Adult Employment and Training Activities] and 132(b)(1) [Statewide Workforce Investment Activities].
- 0 Individual did not receive services under the WIOA sections listed above.

2. Adult Education

Report: At Each IPE and Update as Needed

Data Type: INT 1

Change: New

Element Number: 55

Multiple Values Allowed: No

- WIOA PIRL data element number 910, Adult Education.

Adult Education is defined under WIOA Title II as:

Academic instruction and education services below the postsecondary level that increases an individual's ability to--

- (A) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- (B) transition to postsecondary education and training; and

(C) obtain employment.

Code Description

- 1 Individual received Adult Education services.
- 0 Individual did not receive Adult Education services.
- 9 Unable to track enrollment in the program.

3. Dislocated Worker

Report: At Each IPE and Update as Needed

Data Type: INT 1

Change: New

Element Number: 56

Multiple Values Allowed: No

- WIOA PIRL data element number 904, Dislocated Worker.

Code Description

- 1 Individual received services under section 133(b)(2)(B) of WIOA as a person who—

(A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and (iii) is unlikely to return to a previous industry or occupation;

(B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3) of WIOA, career services described in section 134(c)(2)(A)(xii) of WIOA, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;

(C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;

(D) is a displaced homemaker; or

(E)(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation

Code Description

- to accommodate a permanent change in duty station of such member;
or (ii) is the spouse of a member of the Armed Forces on active duty
and who meets the criteria described in section 3(16)(B) of WIOA.
- 2 Individual received services under section 133(a) of WIOA.
 - 3 Individual received services under sections 133(b)(2)(B) and 133(a) of WIOA.
 - 0 Individual did not receive services under the WIOA sections listed above.

4. Job Corps

Report: At Each IPE and Update as Needed

Data Type: INT 1

Change: New

Element Number: 57

Multiple Values Allowed: No

- WIOA PIRL data element number 911, Job Corps.

Code Description

- 1 Individual received services under WIOA title I Chapter 4, Subtitle C.
- 0 Individual did not receive services under WIOA title I Chapter 4, Subtitle C.
- 9 Unable to track enrollment in program.

5. Vocational Rehabilitation

Report: At Each IPE and Update as Needed

Data Type: INT 1

Change: New

Element Number: 58

Multiple Values Allowed: No

- WIOA PIRL data element number 917, Vocational Rehabilitation.

Code Description

- 1 Individual received services under parts A and B of title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.), WIOA title IV (VR), and Sec. 411(B)(15) defined as transition services for students with disabilities, that facilitate the transition from school to postsecondary life, such as achievement of an employment outcome in competitive integrated employment, or pre-employment transition services.
- 2 Individual received services from the Department of Veterans Affairs Vocational Rehabilitation and Employment (VR&E) Program authorized by 38 USC Chapter 31.
- 3 Individual received services from both vocational rehabilitation programs listed above.
- 0 Individual did not receive any services described above.
- 9 Unknown

6. Wagner-Peyser Employment Service

Report: At Each IPE and Update as Needed

Data Type: INT 1

Change: New

Element Number: 59

Multiple Values Allowed: No

- WIOA PIRL data element number 918, Wagner-Peyser Employment Service.

Code Description

- | | |
|---|--|
| 1 | Individual received services under the Wagner-Peyser Act, as amended by title III of WIOA (29 USC 49 et seq.) (Wagner-Peyser Act). |
| 0 | Individual did not receive services under the Wagner-Peyser Act. |
| 9 | Unable to track enrollment in program. |

7. Youth

Report: At Each IPE and Updated as Needed

Data Type: INT 1

Change: New

Element Number: 60

Multiple Values Allowed: No

- WIOA PIRL data element number 905, Youth.

Code Description

- | | |
|---|---|
| 1 | Individual received services under section 128(b) of WIOA. |
| 2 | Individual received services under section 128(a) of WIOA. |
| 3 | Individual received services under sections 128(b) and 128(a) of WIOA. |
| 0 | Individual did not receive services under the WIOA sections listed above. |

8. YouthBuild

Report: At Each IPE and Updated as Needed

Data Type: VARCHAR 14

Change: New

Element Number: 61

Multiple Values Allowed: No

- WIOA PIRL data element number 919, YouthBuild.

Record the 14-character grant number if the participant received services under the YouthBuild Program as authorized under WIOA section 171. The grant number should be entered in the following format without dashes: Two alphabetic characters representing the grant program code – five numeric characters – two numeric characters representing the fiscal year when the grant was awarded – two numeric characters identifying the type of grant awarded – one alphabetic character identifying the relevant agency at ETA – two numeric characters identifying the State that received the grant was served under (e.g., AA-12345-12-55-A-26).

If the individual is being served by the YouthBuild program and the grant number is unknown, enter all 9's. Leave blank if the individual did not receive services funded by YouthBuild.

E. Barriers to Employment

1. Long-Term Unemployed

Report: At Initial IPE

Data Type: INT 1

Element Number: 62

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 402, Long-Term Unemployed at Program Entry.

<u>Code</u>	<u>Description</u>
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1	Individual has been unemployed for 27 or more consecutive weeks.
---	--

0	Individual has not been unemployed for 27 or more consecutive weeks.
---	--

2. Exhausting TANF Within Two Years

Report: At Initial IPE

Data Type: INT 1

Element Number: 63

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 601, Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry.

<u>Code</u>	<u>Description</u>
-------------	--------------------

1	Individual is within two years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether receiving these benefits at the time of the initial IPE.
---	---

0	Individual does not meet the condition described above.
---	---

9	Individual has never received TANF or the individual has already exhausted lifetime TANF eligibility.
---	---

3. Foster Care Youth

Report: At Initial IPE

Data Type: INT 1

Element Number: 64

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element 704, Foster Care Youth Status at Program Entry.
- Data element is only applicable to youth.

<u>Code</u>	<u>Description</u>
-------------	--------------------

1	Individual is currently in foster care or has aged out of the foster care system.
---	---

0	Individual is not currently in foster care and has not aged out of the foster care system.
---	--

4. Homeless Individual, Homeless Children and Youths, or Runaway Youth

Report: At Initial IPE

Data Type: INT 1

Change: New

Element Number: 65

Multiple Values Allowed: No

- WIOA PIRL data element number 800, Homeless Individual, Homeless Children and Youths, or Runaway Youth at Program Entry.

An individual is considered homeless if he/she:

- (a) Lacks a fixed, regular, and adequate nighttime residence; this includes an individual who:
 - (i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - (ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
 - (iii) is living in an emergency or transitional shelter;
 - (iv) is abandoned in a hospital; or
 - (v) is awaiting foster care placement;
- (b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;
- (c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or
- (d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).

This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that fact alone, be recorded as homeless.

Code Description

- | | |
|---|--|
| 1 | Individual meets the definition of homeless. |
| 0 | Individual does not meet the definition of homeless. |

5. Ex-Offender

Report: At Initial IPE

Data Type: INT 1

Element Number: 66

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 801, Ex-Offender Status at Program Entry.

Individual is considered an ex-offender if he/she is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.

Code Description

- | | |
|---|---|
| 1 | Individual meets the definition of an ex-offender. |
| 0 | Individual does not meet the definition of ex-offender. |
| 9 | Individual did not self-identify. |

6. Low Income

Report: At Initial IPE

Data Type: INT 1

Element Number: 67

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 802, Low Income Status at Program Entry.

An individual is considered low income if he/she:

- (a) Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received:
 - (i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.);
 - (ii) Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.);
 - (iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or
 - (iv) State or local income-based public assistance.
- (b) Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level;
- (c) Is a youth who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.);
- (d) Is a foster child on behalf of whom State or local government payments are made;
- (e) Is an individual with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement;

(f) Is a homeless individual or a homeless child or youth or runaway youth (B.8.5).

(g) Is a youth living in a high poverty area.

Code Description

1 Individual meets the definition of low income

0 Individual does not meet the definition of low income.

7. English Language Learner

Report: At Initial IPE

Data Type: INT 1

Element Number: 68

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 803, English Language Learner at Program Entry.

An individual is considered an English language learner if he/she is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.

Code Description

1 Individual meets the definition of English language learner.

0 Individual does not meet the definition of English language learner.

8. Basic Skills Deficient/Low Levels of Literacy

Report: At Initial IPE

Data Type: INT 1

Element Number: 69

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 804, Low Levels of Literacy at Program Entry.

An individual is considered to be basic skills deficient/low levels of literacy if he/she is: a) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or b) a youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

Code Description

1 Individual meets the criteria for basic skills deficient/low levels of literacy.

0 Individual does not meet the criteria for basic skills deficient/low levels of literacy.

9. Cultural Barriers

Report: At Initial IPE

Data Type: INT 1

Element Number: 70

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 805, Cultural Barriers at Program Entry.

Code Description

- 1 Individual perceives himself or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.
- 0 Individual does not perceive himself or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.
- 9 Individual did not self-identify.

10. Single Parent

Report: At Initial IPE

Data Type: INT 1

Element Number: 71

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 806, Single Parent at Program Entry.

An individual is a single parent if they are single, separated, divorced or widowed and have primary responsibility for one or more dependent children under age 18 (including single pregnant woman).

Code Description

- 1 Individual meets the definition of a single parent.
- 0 Individual does not meet the definition of single parent.
- 9 Individual did not self-identify.

11. Displaced Homemaker

Report: At Initial IPE

Data Type: INT 1

Element Number: 72

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 807, Displaced Homemaker at Program Entry.

An individual is considered to be a displaced homemaker if he/she has been providing unpaid services to family members in the home and who:

- (A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to

active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and

(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Code Description

- 1 Individual meets the definition of a displaced homemaker.
- 0 Individual does not meet definition of a displaced homemaker.

12. Migrant and Seasonal Farmworker

Report: At Initial IPE

Data Type: INT 1

Element Number: 73

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 808, Migrant and Seasonal Farmworker Status.

Code Description

- 1 Individual is a low-income individual (i) who for 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency.
- 2 Individual is a seasonal farmworker whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day.
- 3 Individual is a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above.
- 0 Individual does not meet any of the migrant or seasonal farmworker conditions listed above.

F. Education

1. State Definition for Age of Students with Disabilities

Report: At Initial IPE and Updated as Needed

Data Type: VARCHAR 5

Element Number: 74

Change: New

Multiple Values Allowed: Yes

Record the two-digit lower limit for the age of the students with disabilities followed by a semi-colon and then the two-digit upper limit for the age of the students with disabilities. For example, if the State defines the ages of students with disabilities to be 14 to 24, record "14;24,"; if the State defines the ages of students with disabilities to be 16 to 24, record "16;24."

Note: A “student with a disability” typically will be 16 to 21 years old, consistent with the age range permitted for the receipt of special education or related services under IDEA. Only the State may choose to implement a higher age for the receipt of special education or related services under IDEA. However, a Combined or Blind and General VR agency may choose to implement a lower age for the receipt of pre-employment transition services. If a VR agency chooses to do so, the lower age limit for the receipt of pre-employment transition services must be the same for both the General and Blind agencies if a State has two agencies since the decision to implement a lower age for the receipt of pre-employment transition services is a State – not an agency – decision.

School Status

Report: At Initial IPE

Data Type: INT 1

Element Number: 75

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 409, School Status at Participation.

Code Description

- 1 Individual has not received a secondary school diploma or its recognized equivalent and is attending any elementary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.
- 2 Individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative secondary school or an alternative course of study approved by the local educational agency whether full or part-time.
- 3 Individual has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school.
- 4 Individual is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.
- 5 Individual is not attending any school and has either a secondary school diploma or has attained a secondary school equivalency.
- 6 Individual is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter and has not received a secondary school diploma or its recognized equivalent.

3. Highest Educational Level Completed

Report: At Initial IPE

Data Type: INT 1

Element Number: 76

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 408, Highest Educational Level Completed at Program Entry.

Code Description

- 1 Individual attained a secondary school diploma.
- 2 Individual attained a secondary school equivalency.
- 3 Individual has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP).
- 4 Individual completed one or more years of postsecondary education.
- 5 Individual attained a postsecondary certification, license, or educational certificate (non-degree).
- 6 Individual attained an Associate's Degree.
- 7 Individual attained a Bachelor's Degree.
- 8 Individual attained a degree beyond a Bachelor's Degree.
- 9 No educational level was completed.

4. Highest Elementary or Secondary School Grade Completed

Report: At Initial IPE

Data Type: INT 2

Element Number: 77

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 407, Highest School Grade Completed at Program Entry.

Use the appropriate code to report the highest school grade completed by the individual.

Record 1-12 for the number of the highest school grade completed by the individual.

Record 0 if no school grades were completed.

5. Enrolled in Secondary Education

Report: At Initial IPE and Updated as Needed

Data Type: INT 1

Element Number: 78

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number 1401, Enrolled in Secondary Education Program at Program Entry.

This data element may be used if the individual was either already enrolled in secondary education at the time of application to the program *or* became enrolled

in a secondary education program at the 9th Grade level at any point while participating in the program.

Code Description

- 1 Individual is enrolled in a secondary education program at or above the 9th grade level and achieving a high school diploma is a goal on their IPE.
- 2 Individual is enrolled in a secondary education program at or above the 9th grade level and achieving a high school diploma is not a goal on their IPE.
- 0 Individual is not enrolled in a secondary education program at or above the 9th grade level.

6. Date Received Special Education Certificate of Completion

Report: At Initial IPE or Upon Achievement

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 79 Multiple Values Allowed: No

Record date individual attained special education certificate of completion.

Leave blank if individual did not attain a special education certificate of completion.

7. Enrolled in a State Adult Secondary School at the High Adult Secondary Education (ASE) Level

Report: At Initial IPE and Updated as Needed

Data Type: INT 1 Change: New

Element Number: 80 Multiple Values Allowed: No

This data element should be completed if applicable to State.

Code Description

- 1 Individual is enrolled in a State Adult Secondary School at the High ASE level.
- 0 Individual is not currently enrolled in a State Adult Secondary School at the High ASE level.

8. Date Attained Secondary School Diploma

Report: At Initial IPE or Upon Achievement

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 81 Multiple Values Allowed: No

Record date individual completed secondary education and attained secondary school diploma.

9. Leave blank if individual did not completed secondary education and attained secondary school diploma.**Date Attained Secondary School Equivalency (GED)**

Report: At Initial IPE or Upon Achievement

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 82 Multiple Values Allowed: No

Record date individual attained secondary school equivalency (GED).

Leave blank if individual did not attain a secondary school equivalency (GED).

10. Enrolled in Postsecondary or Graduate Education

Report: At Initial IPE and Updated as Needed

Data Type: INT 1 Change: New

Element Number: 83 Multiple Values Allowed: No

Record the highest academic year of postsecondary education the individual is enrolled in regardless of whether the individual is enrolled on a full-time or part-time basis, based on how the school defines the academic year, such as credit hours or equivalent.

Code Description

- 1 Highest level of postsecondary education the individual is enrolled in is the first academic year (Freshman).
- 2 Highest level of postsecondary education the individual is enrolled in is the second academic year (Sophomore).
- 3 Highest level of postsecondary education the individual is enrolled in is the third academic year (Junior).
- 4 Highest level of postsecondary education the individual is enrolled in is the fourth academic year (Senior).
- 5 Enrolled in graduate education.
- 0 Individual is not enrolled in postsecondary education.

11. Enrolled in Postsecondary Education

Report: At Initial IPE or Upon Enrollment

Data Type: INT 1 Change: New

Element Number: 84 Multiple Values Allowed: No

- WIOA PIRL data element number 1332, Participated in Postsecondary Education During Program Participation.

Do not report code value 1 if the participant was first enrolled in postsecondary education after exiting the program. This data element relates to the credential indicator denominator and individuals reported as code value 1 are included in the credential rate denominator. This element is a subset of the data element Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (IX.F.12).

<u>Code</u>	<u>Description</u>
-------------	--------------------

- | | |
|---|---|
| 1 | Individual is in a postsecondary education program that leads to a credential or degree from an accredited institution or program. |
| 0 | Individual is not in a postsecondary education program that leads to a credential or degree from an accredited institution or program during program participation. |

12. Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment

Report: At Initial IPE or Upon Enrollment

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 85

Multiple Values Allowed: No

- WIOA PIRL data element number 1811, Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment.

Record the date the participant was enrolled during program participation in an education or training program that leads to a recognized postsecondary credential or employment as defined by the core program in which the participant participates. States may use this coding value if the individual was either already enrolled in education or training at the time of the initial IPE or became enrolled in education or training at any point while participating in the program. If the individual was enrolled in postsecondary education at the initial IPE, the date in this field should be the Date of Application (IV.A). This includes, but is not limited to, participation in Job Corps, YouthBuild, Adult Education, or secondary education programs.

This data element applies to the Measurable Skill Gains Indicator, and will be utilized to calculate the denominator. It encompasses all education and training program enrollment.

Leave blank if the data element does not apply to the individual.

13. Completed Some Postsecondary Education, No Degree or Certificate

Report: At Initial IPE

Data Type: INT 1

Element Number: 86

Change: New

Multiple Values Allowed: No

Code Description

1 Individual has completed some postsecondary education but, has no degree or certificate.

0 Individual has not completed some postsecondary education and has no degree or certificate.

Leave blank if the data element does not apply to the individual.

14. Date Attained Associate's Degree

Report: At Initial IPE or Upon Attainment

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 87

Multiple Values Allowed: No

Record date Associate's Degree was attained.

Leave blank if Associate's Degree was not attained.

15. Date Attained Bachelor's Degree

Report: At Initial IPE or Upon Attainment

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 88

Multiple Values Allowed: No

Record date Bachelor's Degree was attained.

Leave blank if Bachelor's Degree was not attained.

16. Date Attained Master's Degree

Report: At Initial IPE or Upon Attainment

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 89 Multiple Values Allowed: No

Record date Master's Degree was attained.

Leave blank if Master's Degree was not attained.

17. Date Attained Graduate Degree (e.g., Ph.D., Ed.D., J.D., M.D.)

Report: At Initial IPE or Upon Attainment

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 90 Multiple Values Allowed: No

Record date Graduate Degree was attained. Record Master's Degree only in Element 89, Date Attained Master's Degree.

Leave blank if no Graduate Degree was attained.

G. Vocational/Technical Credential, License, Certificate, or Certification**1. Enrolled in a Career or Technical Training Program, Not Leading to a Recognized Postsecondary Credential**

Report: At Each IPE

Data Type: INT 1

Element Number: 91

Change: New

Multiple Values Allowed: No

Code Description

1 Individual is enrolled in a career or technical training program that does not lead to a recognized postsecondary credential.

0 Individual is not enrolled in a career or technical training program that leads to a recognized postsecondary credential.

Leave blank if the data element does not apply to the individual.

2. Enrolled in a Career or Technical Training Program, Leading to a Recognized Postsecondary Credential

Report: At Each IPE

Data Type: INT 1

Element Number: 92

Change: New

Multiple Values Allowed: No

Code Description

1 Individual is enrolled in a career or technical training program that leads to a recognized postsecondary credential.

0 Individual is not enrolled in a career or technical training program that leads to a recognized postsecondary credential.

3. Date Attained Vocational/Technical License

Report: At Initial IPE or Upon Attainment

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 93

Multiple Values Allowed: No

Record date Vocational/Technical License was attained.

Leave blank if Vocational/Technical License was not attained.

4. Date Attained Vocational/Technical Certificate

Report: At Initial IPE or Upon Attainment

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 94 Multiple Values Allowed: No

Record date Vocational/Training Certificate was attained.

Leave blank if Vocational/Training Certificate was not attained.

H. Other Education or Training**1. Date Attained Other Recognized Diploma, Degree, or Certificate**

Report: At Initial IPE or Upon Attainment

Data Type: DATETIME (YYYYMMDD) Change: New

Element Number: 95 Multiple Values Allowed: No

Record the date on which the individual attained some other form of recognized diploma, degree, or certificate not listed above.

Leave blank if individual did not attain some other form of recognized diploma, degree, or certificate not listed above.

X. Pre-Employment Transition Services Data Elements**A. Start Date of Pre-Employment Transition Services**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 96

Multiple Values Allowed: No

- Data entry is required if individual is receiving pre-employment transition services, regardless of whether the individual has applied or been determined eligible for VR services.
- Once this data element has been reported, the data element may ONLY be changed by contacting RSA Data Unit staff to initiate a modification.

Students with disabilities receiving only pre-employment transition services are not required to apply for or be determined eligible for the VR program services. However, if a student with a disability receives a VR service other than a pre-employment transition service, a Date of Application (IV.A) is required.

Pre-Employment Transition Services Reporting General Information:

As described in 34 CFR 361.48, the following exclusive list of pre-employment transition services may be provided:

- Job exploration counseling;
- Work-based learning experiences, which may include in-school or after school opportunities, or experience outside the traditional school setting (including

internships), that is provided in an integrated environment in the community to the maximum extent possible;

- (iii) Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education;
- (iv) Workplace readiness training to develop social skills and independent living; and
- (v) Instruction in self-advocacy (including instruction in person-centered planning), which may include peer mentoring (including peer mentoring from individuals with disabilities working in competitive integrated employment).

Record the date that the student with a disability started receiving pre-employment transition services.

Leave blank if individual is not receiving pre-employment transition services.

For each pre-employment transition service category (i.e., Job Exploration Counseling, Work Based Learning Experiences, Counseling on Enrollment Opportunities, Workplace Readiness Training, and Instruction in Self Advocacy), there are six potential data elements to report. These elements record how the service was provided, the type of service provider and the amount expended for the service. These data elements must be reported for all individuals receiving pre-employment transition services, including applicants and eligible individuals. If any of the categories of service included in this section are being received by an individual, the appropriate code values must be included with each data submission. When reporting that a pre-employment transition service is no longer being provided, code value 2 must be entered in the quarter in which the services are discontinued, regardless of when payment for the services is made.

Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Multiple Values Allowed: No

Record 1 if service was provided in whole or part by VR agency staff (in-house).

Record 2 if service was provided in whole or part by VR agency staff (in-house) *and is no longer being provided*.

Leave blank if service was not provided by VR agency staff (in-house).

Service Provided Through VR Agency Purchase

Data Type: INT 1

Multiple Values Allowed: No

Record 1 if service was provided in whole or part through purchase by the VR agency.

Record 2 if service was provided in whole or part through purchase by the VR agency *and is no longer being provided*.

Leave blank if service was not provided through purchase by VR agency.

If code value 1 is recorded, the VR agency must also provide responses to the next two data elements, Purchased Service Provider Type and VR Program Expenditure for Purchased Service. If not, Purchased Service Provider Type and VR Program Expenditure for Purchased Service may be left blank. There is not an option to report SE funds expended for pre-employment transition services since that would not be an allowable use of SE funds.

Purchased Service Provider Type

Data Type: INT 1

Multiple Values Allowed: No

If the pre-employment transition service was purchased in whole or part by the VR agency, the Purchased Service Provider Type must be reported. For each service category, record the code value that best describes the primary service provider.

The majority of purchased services were provided directly by:

Code Description

- 1 Community Rehabilitation Programs (CRPs): Public CRPs are programs that are operated by a State, county, municipal or other local government.
- 2 Private CRP: Private CRPs are programs that are operated as not-for-profit organizations.
- 3 Public Service Provider: Public service providers are organizations or agencies of State, county, municipal or other local governments.
- 4 Other Private Service Provider: Private service providers include private not-for-profit organizations, such as VR providers (other than CRPs), proprietary businesses; such as private hospitals and mental health clinics, and contracted service delivery staff.

VR Program Expenditure for Purchased Service

Data Type: INT 6

Multiple Values Allowed: No

For pre-employment transition services, this data element captures the expenditures (amounts) per quarter for the purchased service. Expenditures may include non-Federal share and VR program Federal funds, including program income, used to purchase the service. *Expenditures do not include unliquidated obligations or encumbrances.*

Do not include costs incurred for program administration, salaries of counselors, and other staff who contribute to the authorization process.

Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Multiple Values Allowed: No

Comparable services and benefits are defined at 34 CFR 361.5(c)(8).

Record 1 if service was provided in whole or part by comparable services and benefits providers.

Record 2 if service was provided in whole or part by comparable services and benefits *and is no longer being provided.*

Leave blank if service was not provided by comparable services and benefits providers.

Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Multiple Values Allowed: Yes

For each of the service categories, record up to three codes, separated by semi-colons, that best describe the service providers who provided the individual with a comparable service or benefit. Make sure to use semi-colons between the codes. Do not use commas or spaces.

Examples: If the individual received comparable services or benefits from the Veteran's Benefits Administration and Federal Student Aid, record "21;11". If the individual received comparable services or benefits from a public Community Rehabilitation Program as well as from a developmental disability agency, record "6;12". If comparable services or benefits were received by an individual from an elementary or secondary educational institution only, then record "8".

Code Comparable Services and Benefits Provider Type

- | | |
|---|--|
| 1 | Adult education and Literacy program administered by the Department of Education |
| 2 | Adult, Dislocated Worker and Youth program administered by Department of Labor (DOL) |
| 3 | American Indian VR Services Program |
| 4 | Public Centers for Independent Living |
| 5 | Child Protective Service |

<u>Code</u>	<u>Comparable Services and Benefits Provider Type</u>
6	Public Rehabilitation Program
7	Employer Provided Benefits
8	Public Educational Institution (elementary/secondary)
9	Public Educational Institution (postsecondary)
10	Public Employment Network (not otherwise listed)
11	Federal Student Aid (e.g., Pell grants, Supplemental Educational Opportunity Grant, work study, etc.)
12	Intellectual and Developmental Disabilities Agency (Public)
13	Medical Health Provider (Public)
14	Mental Health Provider (Public)
15	One-stop Partner (not listed separately)
16	Public Housing Authority
17	Social Security Administration (Disability Determination Service or District office)
18	State Department of Correction/Juvenile Justice
19	State Employment Service Agency
20	Veteran's Benefits Administration (which includes VA Vocational Rehabilitation)
21	Veteran's Health Administration (the VA hospital system, as well as the VA transitional living, transitional employment, and compensated work therapy programs)
22	Wagner-Peyser Employment Service Program
23	Welfare Agency (State or local government)
24	Other

B. Job Exploration Counseling

Change: New

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 97

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 98

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 99

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2.2 VR Program Expenditure for Purchased Service

Data Type: INT 6

Element Number: 100

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 101

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 102

Multiple Values Allowed: Yes

Instructions for this data element are included in section X.A.

C. Work Based Learning Experiences

Change: New

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 103

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 104

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 105

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2.2 VR Program Expenditure for Purchased Service

Data Type: INT 6

Element Number: 106

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 107

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 108

Multiple Values Allowed: Yes

Instructions for this data element are included in section X.A.

D. Counseling on Enrollment Opportunities

Change: New

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 109

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 110

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2.1 Purchased Service Provider Type

Data Type: INT1

Element Number: 111

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2.2 VR Program Expenditure for Purchased Service

Data Type: INT 6

Element Number: 112

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 113

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 114

Multiple Values Allowed: Yes

Instructions for this data element are included in section X.A.

E. Workplace Readiness Training

Change: New

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 115

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 116

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2.1 Purchased Service Provider Type

Data Type: INT1

Element Number: 117

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2.2 VR Program Expenditure for Purchased Service

Data Type: INT 6

Element Number: 118

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 119

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 120

Multiple Values Allowed: Yes

Instructions for this data element are included in section X.A.

F. Instruction in Self Advocacy

Change: New

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 121

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 122

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2.1 Purchased Service Provider Type

Data Type: INT1

Element Number: 123

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

2.2 VR Program Expenditure for Purchased Service

Data Type: INT 6

Element Number: 124

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 125

Multiple Values Allowed: No

Instructions for this data element are included in section X.A.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 126

Multiple Values Allowed: Yes

Instructions for this data element are included in section X.A.

XI. VR and SE Service Data Elements (Applicants and Eligible Individuals)

A. Start Date of Initial VR Service On or After IPE

Report: Upon Start Date of Initial VR Service

Data Type: DATETIME (YYYYMMDD)

Element Number: 127

Change: New

Multiple Values Allowed: No

Record the date on which the initial VR service, service listed in Sections X, XII, XIII or XIV, began on or after the IPE for the individual became effective.

Leave blank if individual has not received an initial VR service after the IPE for the individual became effective.

B. Date of Most Recent Career Service

Data Type: DATETIME (YYYYMMDD)

Element Number: 128

Change: New

Multiple Values Allowed: No

- WIOA PIRL data element number1004, Date of Most Recent Career Service.

Career services refer to the services described in WIOA Sec 134(c)(2)(A)(xii). For VR purposes, these services are the ones identified in Sections XIII of this manual.

Record the date on which career services were last received (excluding information services or activities or follow-up services).

Leave blank if the individual did not receive career services.

VR and SE Services Reporting General Information:

For each service category, there are seven potential reporting data elements. These data elements record how the service was provided, the type of service provider, the amount expended for the service, etc.

Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Multiple Values Allowed: No

Record 1 if service was provided in whole or part by VR agency staff (in-house).

Leave blank if service was not provided by VR agency staff (in-house).

Service Provided Through VR Agency Purchase

Data Type: INT 1

Multiple Values Allowed: No

Record 1 if service was provided in whole or part through purchase by the VR agency.

Leave blank if service was not provided through purchase by VR agency.

If code value 1 is recorded, the VR agency must also provide responses to the next data element, Purchased Service Provider Type. If not, Purchased Service Provider Type may be left blank.

Purchased Service Provider Type

Data Type: INT 1

Multiple Values Allowed: No

If the service was provided in whole or part through purchase by the VR agency, the Purchased Service Provider Type must be reported. For each service category, record the code value that best describes the primary service provider. Leave blank if service was not provided through purchase by VR agency.

The majority of purchased services were provided directly by:

Code Description

- 1 **Public Community Rehabilitation Program (CRP)**: Public CRPs are programs that are operated by a State, county, municipal or other local government.
- 2 **Private CRP**: Private CRPs are programs that are operated as not-for-profit organizations.

Code Description

- 3 **Other Public Service Provider:** Public service providers are organizations or agencies of State, county, municipal or other local governments.
- 4 **Other Private Service Provider:** Private service providers include private not-for-profit organizations, such as VR providers (other than CRPs), proprietary businesses; such as private hospitals and mental health clinics, and contracted service delivery staff.

Once the service provider type has been reported, the VR agency must record the source of funds and the quarterly amount of payment for each purchased service.

Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Multiple Values Allowed: No

This data element captures the quarterly VR program expenditures for the purchased service. Expenditures may include non-Federal share and VR program Federal funds, including program income, used to purchase the service. *Expenditures do not include unliquidated obligations or encumbrances.*

Do not include administrative costs that are required to be reported on the RSA-2.

Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Multiple Values Allowed: No

This data element captures the quarterly Supported Employment Services program expenditures for the purchased service. *Recipients of these funds must have a supported employment goal in their IPEs and have already been placed in an employment setting.* Individuals with a supported employment goal stated in their IPEs may receive any category of services depending on their particular needs. Therefore, to identify the use of these funds, each service category includes this data element.

Expenditures may include outlays of non-Federal share and Supported Employment Services program Federal funds, including program income, used to purchase the service. *Expenditures do not include unliquidated obligations or encumbrances, or projections/budgets for expenditures.*

Do not include administrative costs that are required to be reported on the RSA-2

Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Multiple Values Allowed: No

Comparable services and benefits are defined at 34 CFR 361.5(c)(8).

Record 1 if service was provided in whole or part by comparable services and benefits providers.

Leave blank if service was not provided by comparable services and benefits providers.

If code 1 is recorded, the VR agency must also provide responses to data element Comparable Services and Benefits Provider Type. If not, Comparable Services and Benefits Provider Type may be left blank.

Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Multiple Values Allowed: Yes

For each of the service categories, record up to three codes, separated by semi-colons, that best describes the service providers who provided the individual with a comparable service or benefit. Make sure to use semi-colons between the codes. Do not use commas or spaces. Leave blank if service was not provided by comparable services and benefits providers.

Examples: If the individual received comparable services/benefits from an employer, the Veteran's Benefits Administration and Federal Student Aid, record "7;21;12". If the individual received comparable services or benefits from a public Community Rehabilitation Program as well as from a developmental disability agency, record "6;13". If comparable services or benefits were received by an individual from an elementary or secondary educational institution only, then record "8".

Code Comparable Services and Benefits Provider Type

- 1 Adult education and Literacy program administered by the Department of Education
- 2 Adult, Dislocated Worker and Youth program administered by Department of Labor (DOL)
- 3 American Indian VR Services Program
- 4 Public Centers for Independent Living
- 5 Child Protective Service
- 6 Public Rehabilitation Program
- 7 Employer Provided Benefits
- 8 Public Educational Institution (elementary/secondary)
- 9 Public Educational Institution (postsecondary)
- 10 Public Employment Network (not otherwise listed)
- 11 Federal Student Aid (e.g., Pell grants, Supplemental Educational Opportunity Grant, work study, etc.)
- 12 Intellectual and Developmental Disabilities Agency (Public)
- 13 Medical Health Provider (Public)
- 14 Mental Health Provider (Public)
- 15 One-stop Partner (not listed separately)
- 16 Public Housing Authority
- 17 Social Security Administration (Disability Determination Service or District office)
- 18 State Department of Correction/Juvenile Justice
- 19 State Employment Service Agency
- 20 Veteran's Benefits Administration (which includes VA Vocational Rehabilitation)

<u>Code</u>	<u>Comparable Services and Benefits Provider Type</u>
21	Veteran's Health Administration (the VA hospital system, as well as the VA transitional living, transitional employment, and compensated work therapy programs)
22	Wagner-Peyser Employment Service Program
23	Welfare Agency (State or local government)
24	Other

XII. Training Services Data Elements

Training services are defined in WIOA Sec 134(c)(3). For VR purposes, these 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. For individuals not seeking a degree or certificate and attending a course in a college or university, code this type of training under Miscellaneous Training.

The costs associated with training are for tuition, fees and books only. Costs associated with housing or meals during periods of training are to be recorded under Maintenance (XIV.B).

A. Graduate College or University

Change: Revised

Full-time or part-time academic training leading to a degree recognized as beyond a Baccalaureate Degree, such as a Master of Science, Arts (M.S. or M.A.) or Doctor of Philosophy (Ph.D.) or Doctor of Jurisprudence (J.D.). Such training would be provided by a college or university.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 129

Multiple Values Allowed: No

Instructions for this data element are included under section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 130

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 131

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 132

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 133

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 134

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 135

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

B. Four-Year College or University Training

Change: Revised

Full-time or part-time academic training leading to a baccalaureate degree, a certificate, or other recognized educational credential. Such training may be provided by a four-year college or university or technical college.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 136

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 137

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 138

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 139

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 140

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 141

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 142

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

C. Junior or Community College Training

Change: Revised

Full-time or part-time academic training above the secondary school level leading to an Associate's Degree, a certificate, or other recognized educational credential. Such training may be provided by a community college, junior college, or technical college.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 143

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 144

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 145

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 146

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 147

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 148

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 149

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

D. Occupational or Vocational Training

Change: Revised

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. This would include selected courses or programs of study at a community college, four-year college, university, technical college or proprietary school or program.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 150

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 151

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 152

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 153 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 154 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 155 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 156 Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

E. On The Job Training

Change: Revised

Training in specific job skills by a prospective employer. Generally, the trainee is paid during this training and will remain in the same or a similar job upon successful completion.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 157 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 158 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 159 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 160

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 161

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 162

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 163

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

F. Registered Apprenticeship Training

Change: Revised

A work-based employment and training program that combines hands-on, on-the-job work experience in a skilled occupation with related classroom instruction. Structured apprenticeship programs generally have minimum requirements for the duration of on-the-job work experience and classroom instruction, and/or could utilize competency-based elements but should have mechanisms in place to ensure quality and consistency of skills acquisition. The following elements distinguish apprenticeship programs from other work-based efforts including co-op education, on-the-job training, and internships: supervision and structured mentoring; providing for wage increases as an apprentice's skills increase; based on an employer-employee relationship; and providing an industry recognized certificate of completion of the program.

1. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 164

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

1.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 165

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

1.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 166

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

1.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 167

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 168

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 169

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

G. Basic Academic Remedial or Literacy Training

Change: Revised

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

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 170

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 171

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 172

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 173

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 174

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 175

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 176

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

H. Job Readiness Training

Change: Revised

Training provided to prepare an individual for work (e.g., work behaviors, getting to work on time, dress and grooming, increasing productivity, etc.).

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 177

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 178

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 179

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 180

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 181

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 182

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 183

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

I. Disability Related Skills Training

Change: Revised

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.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 184

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 185

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 186

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 187

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 188

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 189

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 190

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

J. Miscellaneous Training

Change: Revised

Any training not recorded in one of the other categories listed, including GED or secondary school training leading to a diploma, or courses taken at four-year, junior or community colleges not leading to a certificate or diploma.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 191

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 192

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 193

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 194

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 195

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 196

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 197

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

K. Randolph-Sheppard Entrepreneurial Training

Change: Revised

Training for establishing a small business or individualized training through Randolph-Sheppard program and identified on an IPE.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 198

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 199

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 200

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 201

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 202

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 203

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 204

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

L. Customized Training

Change: Revised

A training program designed to meet the special requirements of an employer who has entered into an agreement with a service delivery area to hire individuals who are trained to the employer's specifications. The training may occur at the employer's site or provided by a training vendor able to meet the employer's requirements. Such training usually requires a commitment from the employer to hire a specified number of trainees who satisfactorily complete the training.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 205

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 206

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 207

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 208

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 209

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 210

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 211

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

XIII. Career Services Data Elements**A. Assessment**

Change: Revised

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 VR program that operates under an order of selection, and/or to determine the nature and scope of VR services to be included in the IPE. It also includes trial work experiences. Assessments to determine eligibility, assignment of a priority category or the nature or scope of services to be included on the IPE include, but are not limited to psychological assessments, audio logical evaluations, dental and medical exams and other assessments

of personality, interests, interpersonal skills, intelligence and related functional capacities, educational achievements, work experience, vocational aptitudes, personal and social adjustments, and employment opportunities of the individual and the medical, psychiatric, psychological, and other pertinent vocational, educational, cultural, social, recreational, and environmental factors that affect the employment and rehabilitation needs of the individual.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 212

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 213

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 214

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 215

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 216

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 217

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 218

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

B. Diagnosis and Treatment of Impairments

Change: Revised

Diagnosis and treatment of impairments includes:

- 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) Prescription of prosthetics and/or orthotics related to the individual's diagnosed disability and is necessary for the achievement of the employment outcome;
- h) Prescription of eyeglasses and visual services, including visual training, related to the individual's diagnosed disability and necessary for the achievement of the employment outcome;
- 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 (34 CFR 365.1(c)(39));
- o) Special services for the treatment of individuals with end-stage renal disease, including transplantation, dialysis, artificial kidneys, and supplies;
- p) Other medical or medically related rehabilitation services; and
- q) Medical care for acute conditions arising during rehabilitation and constituting a barrier to the achievement of an employment outcome.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 219

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. **Service Provided Through VR Agency Purchase**

Data Type: INT 1

Element Number: 220

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 **Purchased Service Provider Type**

Data Type: INT 1

Element Number: 221

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 **Amount of VR Funds Expended for Service (Title I)**

Data Type: INT 6

Element Number: 222

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 **Amount of SE Funds Expended for Service (Title VI)**

Data Type: INT 6

Element Number: 223

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. **Service Provided by Comparable Services and Benefits Providers**

Data Type: INT 1

Element Number: 224

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 **Comparable Services and Benefits Provider Type**

Data Type: VARCHAR 8

Element Number: 225

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

C. **Vocational Rehabilitation Counseling and Guidance**

Change: Revised

Vocational rehabilitation counseling and guidance includes information and support services to assist an individual in exercising informed choice and is distinct from the case management relationship that exists between the counselor and the individual during the VR process.

1. **Service Provided by VR Agency Staff (in-house)**
 Data Type: INT 1
 Element Number: 226 Multiple Values Allowed: No

 Instructions for this data element are included after section XI.B.
 2. **Service Provided Through VR Agency Purchase**
 Data Type: INT 1
 Element Number: 227 Multiple Values Allowed: No

 Instructions for this data element are included after section XI.B.
 - 2.1 **Purchased Service Provider Type**
 Data Type: INT 1
 Element Number: 228 Multiple Values Allowed: No

 Instructions for this data element are included after section XI.B.
 - 2.2 **Amount of VR Funds Expended for Service (Title I)**
 Data Type: INT 6
 Element Number: 229 Multiple Values Allowed: No

 Instructions for this data element are included after section XI.B.
 - 2.3 **Amount of SE Funds Expended for Service (Title VI)**
 Data Type: INT 6
 Element Number: 230 Multiple Values Allowed: No

 Instructions for this data element are included after section XI.B.
 3. **Service Provided by Comparable Services and Benefits Providers**
 Data Type: INT 1
 Element Number: 231 Multiple Values Allowed: No

 Instructions for this data element are included after section XI.B.
 - 3.1 **Comparable Services and Benefits Provider Type**
 Data Type: VARCHAR 8
 Element Number: 232 Multiple Values Allowed: Yes

 Instructions for this data element are included after section XI.B.
- D. Job Search Assistance**
 Change: Revised
- Job search activities support and assist an individual 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.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 233

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 234

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 235

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 236

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 237

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 238

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 239

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

E. Job Placement Assistance

Change: Revised

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

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 240

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 241

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 242

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 243

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 244

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 245

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 246

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

F. Short Term Job Supports

Change: Revised

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 short-term job coaching for persons who do not have a supported employment goal consistent with the employment goal on the IPE.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 247

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 248

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 249

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 250

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 251

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 252

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 253

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

G. Supported Employment Services

Change: New

Supported employment services (34 CFR 361.5(c)(54)) means ongoing support services, including customized employment, and other appropriate services needed to support and maintain an individual with a most significant disability, including a youth with a most significant disability in supported employment that are – (i) Organized and made available, singly or in combination, in such a way as to assist an eligible individual to achieve competitive integrated employment; (ii) Based on a determination of the needs of an eligible individual, as specified in an individualized plan for employment; (iii) Provided by the designated State unit for a period of time not to exceed 24 months, unless under special circumstances the eligible individual and the rehabilitation counselor jointly agree to extend the time to achieve the employment outcome identified in the individualized plan for employment; and (iv) Following transition, as post-employment services that are unavailable from an extended services provider and that are necessary to maintain or regain the job placement or advance in employment.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 254

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 255

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 256

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 257

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 258

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 259

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 260

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

H. Information and Referral Services

Change: Revised

Information and referral services are provided to individuals who need services from other agencies (e.g., cooperative agreements).

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 261

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 262

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 263

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 264

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 265

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 266 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 267 Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

I. Benefits Counseling

Change: Revised

Assistance provided to an individual who is interested in becoming employed, but is uncertain of the impact work income may have on any disability benefits and entitlements being received, and/or is not aware of benefits, such as access to healthcare, that might be available to support employment efforts.

This typically involves an analysis of an individual's current benefits, such as SSDI and SSI, the individual's financial situation, and the effect different income levels from work will have on the individual's future financial situation. This assistance is intended to provide the individual an opportunity to make an informed choice regarding the pursuit of employment.

Ongoing assistance may also be provided as the individual decides on employment goals, searches for jobs, and becomes employed.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 268 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 269 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 270 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 271

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 272

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 273 Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 274

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

J. Customized Employment Services

Change: Revised

Customized employment (34 CFR 361.5(c)(11)) means competitive integrated employment for an individual with a significant disability that is - based on an individualized determination of the unique strengths, needs, and interests of the individual with a significant disability; designed to meet the specific abilities of the individual with a significant disability and the business needs of the employer; and carried out through flexible strategies. Flexible strategies include job exploration by the individual and working with an employer to facilitate placement, including:

- a) customizing a job description based on current employer needs or on previously unidentified and unmet employer needs;
- b) developing a set of job duties, a work schedule and job arrangement, and specifics of supervision (including performance evaluation and review), and determining a job location;
- c) using a professional representative chosen by the individual, or if elected self-representation, to work with an employer to facilitate placement; and
- d) providing services and supports at the job location.

1. **Service Provided by VR Agency Staff (in-house)**
 Data Type: INT 1
 Element Number: 275 Multiple Values Allowed: No

 Instructions for this data element are included after section XI.B.
 2. **Service Provided Through VR Agency Purchase**
 Data Type: INT 1
 Element Number: 276 Multiple Values Allowed: No

 Instructions for this data element are included after section XI.B.
 - 2.1 **Purchased Service Provider Type**
 Data Type: INT 1
 Element Number: 277 Multiple Values Allowed: No

 Instructions for this data element are included after section XI.B.
 - 2.2 **Amount of VR Funds Expended for Service (Title I)**
 Data Type: INT 6
 Element Number: 278 Multiple Values Allowed: No

 Instructions for this data element are included after section XI.B.
 - 2.3 **Amount of SE Funds Expended for Service (Title VI)**
 Data Type: INT 6
 Element Number: 279 Multiple Values Allowed: No

 Instructions for this data element are included after section XI.B.
 3. **Service Provided by Comparable Services and Benefits Providers**
 Data Type: INT 1
 Element Number: 280 Multiple Values Allowed: No

 Instructions for this data element are included after section XI.B.
 - 3.1 **Comparable Services and Benefits Provider Type**
 Data Type: VARCHAR 8
 Element Number: 281 Multiple Values Allowed: Yes

 Instructions for this data element are included after section XI.B.
- K. Extended Services**
 Change: New
- Extended services (34 CFR 361.5(c)(19)) are ongoing support services and other appropriate services that are needed to support and maintain an individual with a most significant disability including a youth with a most significant disability , in supported

employment. See 34 CFR 361.5(c)(19) for the complete definition. Agencies are to only report data for youth who have achieved a supported employment outcome and are receiving extended services provided with VR and/or SE funds for a period not to exceed four years. The service records for these individuals remain open until these services are terminated. VR agencies are not to report data for individuals, including youth, who have achieved a supported employment outcome and are receiving extended services provided through other sources following record closure.

This data element tracks extended services provided only by the VR agency or through VR agency purchase; therefore, the comparable services and benefits data elements are not included.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 282

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 283

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 284

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 285

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 286

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

XIV. Other Service Data Elements

A. Transportation

Change: Revised

Transportation (34 CFR 361.5(c)(56)) means travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a VR service,

including expenses for training in the use of public transportation vehicles and systems. Examples of transportation services 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 applicant or eligible individual to travel to participate in any vocational rehabilitation service;
- b) purchase and repair of vehicles, including vans, but not the modification of these vehicles as modification would be considered a rehabilitation technology service;
- c) relocation expenses incurred by an eligible individual in connection with a job placement that is a significant distance from the eligible individual's current residence; or
- d) purchase of a bus pass for an individual to get to training or work.

This specifically excludes the modification of vehicles, which is to be reported in rehabilitation technology. *If a vehicle is purchased with modifications, the pro-rata cost of the vehicle is reported here and the pro-rata cost of the modifications will be reported in Rehabilitation Technology.*

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 287

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 288

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 289

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 290

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 291

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 292

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 293

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

B. Maintenance

Change: Revised

Maintenance (34 CFR 361.5(c)(34)) means monetary support provided for 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 is 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) cost of food and lodging expenses while an individual is participating in four-year or graduate college or university;
- d) 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
- e) cost of an individual's participation in enrichment activities related to that individual's training program.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 294

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 295

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 296

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 297

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 298

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 299

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 300

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

C. Rehabilitation Technology

Change: Revised

Rehabilitation technology (34 CFR 361.5(c)(45)) 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, recreation, home and vehicular modification, other assistive devices including, but not limited to hearing aids, low vision aids and wheelchairs. This includes the hardware portion of neuroprosthetic devices, such as cochlear implants, visual prosthetics, and motor prosthetic devices, but does not include medical and surgical procedures required for

implantation of neuroprosthetic devices which should be coded as diagnosis and treatment of impairments. Rehabilitation technology includes rehabilitation engineering, assistive technology devices, and assistive technology services. The term includes the following:

- a) Rehabilitation Engineering Services are the systematic application of engineering sciences to design, develop, test, evaluate, apply, and distribute technological solutions to problems confronted by VR individuals 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.
- b) Assistive Technology Devices are any items, 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 a VR customer.
- c) Assistive Technology Services (34 CFR 361.5(c)(6)) are any services that directly assist an individual with a disability in the selection, acquisition, or use of an assistive technology device. Services may include:
 1. the evaluation of the needs of an individual, including a functional evaluation of the individual in his/her customary environment;
 2. purchasing, leasing, or otherwise providing for the acquisition by an individual of an assistive technology device;
 3. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices;
 4. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
 5. training or providing technical assistance for an individual or, if appropriate, the family members, guardians, advocates, or authorized representatives of the individual; and
 6. 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 to the achievement of an employment outcome.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 301

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 302

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 303

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 304

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 305

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 306

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 307

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

D. Personal Assistance Services

Change: Revised

Personal assistance services (34 CFR 361.5(c)(38)) means a range of services, including, among other things, training in managing, supervising, and directing personal assistance services, provided by one or more persons, that are –

- (i) 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;
- (ii) Designed to increase the individual's control in life and ability to perform everyday activities on or off the job;
- (iii) Necessary to the achievement of an employment outcome; and

(iv) Provided only while the individual is receiving other vocational rehabilitation services. The services may include training in managing, supervising, and directing personal assistance services.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 308

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 309

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 310

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 311

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 312

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 313

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 314

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

E. Technical Assistance Services Including Self-Employment

Change: Revised

Technical assistance includes consultation and other 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.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 315

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 316

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 317

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 318

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 319

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 320

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 321

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

F. Reader Services

Change: Revised

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

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 322

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 323

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 324

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 325

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 326

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 327

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 328

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

G. Interpreter Services

Change: Revised

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.

Interpreter services also include 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 (XIV.H).

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 329

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 330

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 331

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 332

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 333

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 334

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 335

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

H. Other Services

Change: Revised

Use this category ONLY for other VR services that cannot be recorded elsewhere. Include in this category such services as the provision of funds for occupational licenses, tools and equipment, initial stocks and supplies.

1. Service Provided by VR Agency Staff (in-house)

Data Type: INT 1

Element Number: 336

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2. Service Provided Through VR Agency Purchase

Data Type: INT 1

Element Number: 337

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.1 Purchased Service Provider Type

Data Type: INT 1

Element Number: 338

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.2 Amount of VR Funds Expended for Service (Title I)

Data Type: INT 6

Element Number: 339

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

2.3 Amount of SE Funds Expended for Service (Title VI)

Data Type: INT 6

Element Number: 340

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3. Service Provided by Comparable Services and Benefits Providers

Data Type: INT 1

Element Number: 341

Multiple Values Allowed: No

Instructions for this data element are included after section XI.B.

3.1 Comparable Services and Benefits Provider Type

Data Type: VARCHAR 8

Element Number: 342

Multiple Values Allowed: Yes

Instructions for this data element are included after section XI.B.

XV. Measurable Skill Gain Data Elements (WIOA section 116(b)(2)(A)(i))**A. Date of Most Recent Measurable Skill Gain: Educational Functioning Level (EFL)**

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 343

Multiple Values Allowed: No

- WIOA PIRL data element 1806, Date of Most Recent Measurable Skill Gains: Educational Attainment.

Record the most recent date the participant, who received instruction below the postsecondary education level, achieved at least one EFL. EFL gain may be documented in one of three ways: 1) by comparing a participant's initial EFL, as measured by a pre-test, with the participant's EFL as measured by the participant's post-test; or 2) for States that offer postsecondary programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or 3) States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year.

Leave blank if this data element does not apply to the participant.

B. Date of Most Recent Measurable Skill Gain: Secondary

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 344

Multiple Values Allowed: No

- WIOA PIRL data element number 1808, Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card.

Record the most recent date of the individual's transcript or report card for secondary education for one semester demonstrating that the individual is achieving the VR program's policies for academic standards.

Leave blank if this data element does not apply to individual.

C. Date of Most Recent Measurable Skill Gain: Postsecondary Transcript/Report Card

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 345

Multiple Values Allowed: No

- WIOA PIRL data element number 1807, Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card.

Record the most recent date of the individual's transcript or report card for postsecondary education students who complete a minimum of 12 hours per semester, or for part time students, a total of at least 12 credit hours over the course of two completed semesters during the same 12 month period, that demonstrates the individual is achieving the VR program's policies for academic standards.

Leave blank if this data element does not apply to the individual.

D. Date of Most Recent Measurable Skill Gain: Training Milestone

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 346

Multiple Values Allowed: No

- WIOA PIRL data element number 1809, Date of Most Recent Measurable Skill Gains: Training Milestone.

Record the most recent date that the individual achieved a satisfactory or better progress report toward established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.).

Leave blank if this data element does not apply to the individual.

E. Date of Most Recent Measurable Skill Gain: Skills Progression

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 347

Multiple Values Allowed: No

- WIOA PIRL data element number 1810, Date of Most Recent Measurable Skill Gains: Skills Progression.

Record the most recent date the individual successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Leave blank if this data element does not apply to the individual.

XVI. Employment Data Elements

A. Employment Outcome

Report: Upon Achievement

Data Type: INT 1

Element Number: 348

Change: New

Multiple Values Allowed: No

For an individual who achieved employment, record the applicable code value that describes the employment of the individual when the employment is achieved. If classifying the individual into two different employment statuses from code values 1-6 is possible, record the code value designating the principal status.

<u>Code</u>	<u>Description</u>
1	<p><u>Competitive Integrated Employment</u>: (34 CFR 361.5(c)(9)) Refers to work that (i) is performed on a full-time or part-time basis (including self-employment) and for which an individual is compensated at a rate that - (A) Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;</p> <p>(B) Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and</p> <p>(C) In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and</p> <p>(D) Is eligible for the level of benefits provided to other employees; and</p> <p>(ii) Is at a location--</p> <p>(A) Typically found in the community; and</p> <p>(B) Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and vendors), who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons; and</p> <p>(iii) Presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.</p>
2	<p><u>Self-Employment</u> (except BEP): Refers to work for profit or fees including operating one's own business, farm, shop, or office. Self-employment includes</p>

<u>Code</u>	<u>Description</u>
	sharecroppers, but not wage earners on farms. All participants with an employment outcome of self-employment should be assigned code 2, Self-Employment, not code 1, Competitive Integrated Employment.
3	<u>Randolph-Sheppard Business Enterprise Program (BEP)</u> : Refers to entrepreneurial self-employment through the Randolph-Sheppard Vending Facilities Program in which individuals who are legally blind are operators/managers of vending facilities located on Federal, State, or private locations with management services and supervision provided by a State VR agency that serves as the State Licensing Agency for the Randolph-Sheppard program.
4	<u>State Agency-managed Business Enterprise Program (BEP)</u> : Refers to small businesses (other than the Randolph-Sheppard program) 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 on a piece-rate. Individuals capable of activity outside the home, as well as homebound individuals, may engage in such employment.
5	<u>Supported Employment in Competitive Integrated Employment</u> : Refers to competitive integrated employment as defined in code 1 above with ongoing support services for individuals with significant disabilities (supported employment).
6	<u>Supported Employment on Short-term Basis</u> : Refers to a supported employment outcome while working toward competitive integrated employment on a short-term basis.
7	<u>Uncompensated Employment</u> : Refers to uncompensated employment outcomes for Homemakers and Unpaid Family Workers only , during the transition period. This code value can only be used when the Primary Occupation at Employment Outcome (XVI.B) code value is 599999 (Homemaker) or 799999 (Unpaid Family Worker). <i>Note</i> : A VR agency may only continue services to individuals with uncompensated employment goals (e.g., homemaker and unpaid family workers) on their approved individualized plans for employment prior to the effective date of the final regulations until June 30, 2017, unless a longer period of time is required based on the needs of the individual with the disability.

B. Primary Occupation at Employment Outcome

Data Type: VARCHAR 6

Change: New

Element Number: 349

Multiple Values Allowed: No

For an individual who is employed, enter the current Standard Occupational Classification (SOC) code that best describes the individual's occupation that is consistent with the employment goal on the individual's IPE. If the individual is not employed, leave blank.

For individuals with multiple jobs, this data element should be populated with the code for the occupation consistent with the employment goal on an individual's IPE and primary SOC codes from which the exiting individual derives the majority of their

weekly earnings. The following procedures should be followed to determine which occupation code to use:

- a. If the earnings amounts of the multiple jobs are reported at the time of entering the occupation code, enter the occupation consistent with the employment goal specified on the IPE that encompasses the majority of the earnings per week at closure.
- b. If the earnings amounts of the various jobs are not reported at the time of entry, the occupation code should be populated with the code for the occupation consistent with the employment goal specified on the IPE that encompasses the majority of the hours worked per week at closure.
- c. If neither hours nor wages per occupation are known, then individual self-reporting of the primary occupation consistent with the employment goal specified on the IPE should be used to determine the appropriate occupation code.

For the employment situations unique to the VR program, use the special codes indicated below.

Special

<u>Codes</u>	<u>Special Code Descriptions</u>
599999	<p><u>Homemaker</u> (own home): Refers to men and women whose activity is keeping house for their families, or themselves if they live alone. <i>Note:</i> A VR agency may only continue services to individuals with uncompensated employment goals (e.g., homemaker and unpaid family workers) on their approved individualized plans for employment prior to the effective date of the final regulations until June 30, 2017, unless a longer period of time is required based on the needs of the individual with the disability.</p>
799999	<p><u>Unpaid Family Worker</u> (own family): Use only if the type of unpaid family work cannot be classified according to any of the occupations. <i>Note:</i> A VR agency may only continue services to individuals with uncompensated employment goals (e.g., homemaker and unpaid family workers) on their approved individualized plans for employment prior to the effective date of the final regulations until June 30, 2017, unless a longer period of time is required based on the needs of the individual with the disability.</p>
899999	<p><u>Randolph-Sheppard Vending Facility Clerk</u>: Refers to 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 under SOCs. Do not include vending facility operators (999999), or individuals employed in vending facilities outside the Vending Facility Program (use their occupation code).</p>

SpecialCodes Special Code Descriptions

999999 Randolph-Sheppard Vending Facility Operator: Refers to 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. Do not include vending facility clerks (899999), or individuals employed as vending facility operators outside the Randolph-Sheppard Vending Facility Program (use their occupation code).

C. Start Date of Employment in Primary Occupation

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 350

Multiple Values Allowed: No

Record the date when the individual began the job coded in data element Primary Occupation at Employment (XVI.C).

Note: For individuals who were employed at the initial IPE, Employment Status (IX.C.1), this date may be prior to the Date of Application (IV.A).

D. Hourly Wage at Employment

Data Type: DECIMAL 5,2

Change: New

Element Number: 351

Multiple Values Allowed: No

Record the hourly wage including cents earned after achieving employment consistent with the employment goal on an individual's IPE. If the individual is employed in more than one job that is consistent with the employment goal on the individual's IPE, record the hourly wage for the primary source of income.

This data element captures cash earnings of the individual at the time employment was achieved as an hourly wage and includes all wages, salaries, tips, profits from self-employment and commissions received as income. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security payroll tax are taken.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of payments in-kind, such as meals and lodging. Estimate profits of farmers, if necessary.

Where wages are based on commissions that are irregular (e.g., real estate, automobile sales, etc.), they should be calculated as an hourly wage average over a representative period of time such as one month or one quarter to obtain a meaningful figure.

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

If the individual was unemployed and/or generated no earnings or did not achieve an employment outcome, record 0.

E. Hours Worked in a Week at Employment Outcome

Data Type: INT 2

Change: New

Element Number: 352

Multiple Values Allowed: No

For an individual who achieved an employment outcome, record the number of hours worked for the Primary Occupation at Employment (XVI.E) consistent with the employment goal on the individual's IPE.

XVII. Exit Data Elements

A. Date of Exit

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: Revised

Element Number: 353

Multiple Values Allowed: No

- WIOA PIRL data element number 901, Date of Program Exit.

Record the last date the individual exited from the VR or SE program consistent with the requirements in the regulations.

Leave blank if this data element does not apply to the individual.

B. Type of Exit

Report: At Exit

Data Type: INT 1

Change: Revised

Element Number: 354

Multiple Values Allowed: No

Record a code value from the following table to indicate when in the VR process an individual exited the program.

Code Description

- 1 Individual exited during or after a trial work experience.
- 2 Individual exited after eligibility, but from an order of selection waiting list.
- 3 Individual exited after eligibility, but prior to a signed IPE.
- 4 Individual exited after an IPE without an employment outcome.
- 5 Individual exited after an IPE in noncompetitive and/or nonintegrated employment.
- 6 Individual exited after an IPE in competitive and integrated employment or supported employment.
- 7 Individual exited as an applicant after being determined ineligible for VR services
- 8 Potentially eligible individual exited after receiving pre-employment transition services and has not applied for VR services
- 0 Individual exited as an applicant, prior to eligibility determination or trial work

C. Reason for Exit

Report: At Exit

Data Type: INT 2

Element Number: 355

Change: Revised

Multiple Values Allowed: No

- WIOA PIRL data element number 923, Other Reasons for Exit.

Record the code that identifies the reason the individual exited. Data are reported in the same quarter as the Date of Exit (XVII.A) occurs.

<u>Code</u>	<u>Reason for Exit Description</u>
1	<u>Individual is No Longer Available for Services Due to Residence in an Institutional Setting Other Than a Prison or Jail</u> : Individual entered an institution other than a prison or jail, and will be unavailable to participate in a VR program for an indefinite or considerable period of time. This category of institution includes hospitals, nursing homes, and residential treatment centers.
2	<u>Health/Medical</u> : Individual is receiving medical treatment that is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
3	<u>Death of Individual</u>
4	<u>Reserve Forces Called to Active Duty</u> : Individual is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
5	<u>Foster Care</u> : Individual is in the foster care system as defined in 45 CFR 1355.20(a), and has moved from the area as part of such a program or system (youth individuals only).
6	<u>Ineligible</u> : After the individual was determined to be eligible, is later determined not to have met eligibility criteria.
7	<u>Criminal Offender</u> : Individual entered a correctional institution (e.g., prison, jail, reformatory, work farm, detention center) or other institution designed for confinement or rehabilitation of criminal offenders (section 225 of WIOA).
8	<u>No Disabling Condition</u> : Individual is not eligible for VR services because no physical or mental impairment exists.
9	<u>No Impediment to Employment</u> : Individual is not eligible for VR services because their physical or mental impairment does not constitute a substantial impediment to employment.
10	<u>Does Not Require VR Service</u> : Individual does not require VR services to prepare for, enter into, engage in, or retain gainful employment consistent with his or her strengths, resources, priorities, concerns, abilities, capabilities, and informed choice.

- | <u>Code</u> | <u>Reason for Exit Description</u> |
|-------------|--|
| 11 | <u>Disability Too Significant to Benefit from Services:</u> - Individual whose mental and/or physical disability and resulting functional limitations are so significant that the individual cannot benefit from VR services. Also use this code for eligible individuals who later acquire additional disabilities and/or functional limitations that are so significant that the individual cannot continue to benefit from VR services. |
| 12 | <u>No Long Term Source of Extended Services Available:</u> Individual who would have benefited from the provision of VR and supported employment services but was determined ineligible because a long term source of extended services is not available, AND is not anticipated to be available. This code is used at the initial eligibility determination only. |
| 13 | <u>Transferred to Another Agency:</u> Individual needs services that are more appropriately obtained elsewhere. Transfer to another 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 VR agencies. |
| 14 | <u>Achieved Competitive Integrated Employment Outcome:</u> Applicable only to Type of Exit (XVII.B) code value 6 (Individual exited after an IPE in competitive and integrated employment, or supported employment). |
| 15 | <u>Extended Employment:</u> Individuals who received services and were placed in a non-integrated or sheltered setting for a public or private nonprofit agency or organization that provides compensation in accordance with the Fair Labor Standards Act (34 CFR 361.5(c)(18)). |
| 16 | <u>Extended Services Not Available:</u> Individual has received VR services but requires long term extended services for which no long term source of funding is available. This code is used only for individuals who have received VR services. |
| 17 | <u>Unable to Locate or Contact:</u> Individual has relocated or left the State without a forwarding address, or when the individual has not responded to repeated attempts to contact the individual by mail, telephone, text or e-mail. |
| 18 | <u>No Longer Interested in Receiving Services or Further Services:</u> Individuals who actively choose not to participate or continue in their VR program at this time. Also use this code to indicate when an individual's actions make it impossible to begin or continue a VR program. Examples would include repeated failures to keep appointments for assessment, counseling, or other services. |
| 19 | <u>All Other Reasons:</u> This code is used for all other reasons not included in code values 1 through 18. |

D. Employment at Exit

1. Employment Outcome at Exit

Data Type: INT 1

Element Number: 356

Change: Revised

Multiple Values Allowed: No

For an individual who achieved an employment outcome, record the applicable code value that describes the employment outcome of the individual at exit. If classifying the individual into two different employment statuses from code values 1-6 is possible, record the code value designating the principal status. Data are reported in the same quarter as the Date of Exit (XVII.A) occurs.

Code Description

- 1 Competitive Integrated Employment: (34 CFR 361.5(c)(9)) Refers to work that (i) is performed on a full-time or part-time basis (including self-employment) and for which an individual is compensated at a rate that –
 - (A) Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;
 - (B) Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and
 - (C) In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and
 - (D) Is eligible for the level of benefits provided to other employees; and
 - (ii) Is at a location--
 - (A) Typically found in the community; and
 - (B) Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and vendors), who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons; and
 - (iii) Presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.
- 2 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. All participants with an employment outcome of self-employment should be assigned code 2, Self-Employment, not code 1, Competitive Integrated Employment.
- 3 Randolph-Sheppard Business Enterprise Program (BEP): Refers to entrepreneurial self-employment through the Randolph-Sheppard Vending Facilities Program in which individuals who are legally blind are

<u>Code</u>	<u>Description</u>
	operators/managers of vending facilities located on Federal, State, or private locations with management services and supervision provided by a State VR agency that serves as the State Licensing Agency for the Randolph-Sheppard program.
4	<u>State Agency-managed Business Enterprise Program (BEP)</u> : Refers to small businesses (other than the Randolph-Sheppard program) 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 on a piece-rate. Individuals capable of activity outside the home, as well as homebound individuals, may engage in such employment.
5	<u>Supported Employment in Competitive Integrated Employment</u> : Refers to competitive integrated employment as defined in code 1 above with ongoing support services for individuals with significant disabilities (supported employment).
6	<u>Supported Employment on Short-term Basis</u> : Refers to supported employment outcome while working toward competitive integrated employment on a short-term basis.
7	<u>Uncompensated Employment</u> : Refers to uncompensated employment outcomes for Homemakers and Unpaid Family Workers only , during the transition period. This code value can only be used when the Primary Occupation at Exit (XVII.D.2) code value is 599999 (Homemaker) or 799999 (Unpaid Family Worker). <i>Note</i> : A VR agency may only continue services to individuals with uncompensated employment goals (e.g., homemaker and unpaid family workers) on their approved individualized plans for employment prior to the effective date of the final regulations until June 30, 2017, unless a longer period of time is required based on the needs of the individual with the disability.

2. **Primary Occupation at Exit**

Data Type: VARCHAR 6

Change: Revised

Element Number: 357

Multiple Values Allowed: No

For an individual who is employed, enter the current Standard Occupational Classification (SOC) code that best describes the individual's occupation that is consistent with the employment goal on the individual's IPE. If the individual is not employed, leave blank.

For individuals with multiple jobs, this data element should be populated with the code for the occupation consistent with the employment goal on an individual's IPE and primary SOC codes from which the exiting individual derives the majority of their weekly earnings. The following procedures should be followed to determine which occupation code to use:

- a. If the earnings amounts of the multiple jobs are reported at the time of entering the occupation code, enter the occupation consistent with the employment goal specified on the IPE that encompasses the majority of the earnings per week at closure.
- b. If the earnings amounts of the various jobs are not reported at the time of entry, the occupation code should be populated with the code for the occupation consistent with the employment goal specified on the IPE that encompasses the majority of the hours worked per week at closure.
- c. If neither hours nor wages per occupation are known, then individual self-reporting of the primary occupation consistent with the employment goal specified on the IPE should be used to determine the appropriate occupation code.

For the employment situations unique to the VR program, use the special codes indicated below.

<u>Special Codes</u>	<u>Special Code Descriptions</u>
599999	<u>Homemaker</u> (own home): Refers to men and women whose activity is keeping house for their families, or themselves if they live alone. <i>Note:</i> A VR agency may only continue services to individuals with uncompensated employment goals (e.g., homemaker and unpaid family workers) on their approved individualized plans for employment prior to the effective date of the final regulations until June 30, 2017, unless a longer period of time is required based on the needs of the individual with the disability.
799999	<u>Unpaid Family Worker</u> (own family): Use only if the type of unpaid family work cannot be classified according to any of the occupations. <i>Note:</i> A VR agency may only continue services to individuals with uncompensated employment goals (e.g., homemaker and unpaid family workers) on their approved individualized plans for employment prior to the effective date of the final regulations until June 30, 2017, unless a longer period of time is required based on the needs of the individual with the disability.
899999	<u>Randolph-Sheppard Vending Facility Clerk</u> : Refers to 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. Do not include vending facility operators (999999), or individuals employed in vending facilities outside the Vending Facility Program (use their occupation code).

<u>Special Codes</u>	<u>Special Code Descriptions</u>
999999	<u>Randolph-Sheppard Vending Facility Operator</u> : Refers to 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. Do not include vending facility clerks (899999), or individuals employed as vending facility operators outside the Randolph-Sheppard Vending Facility Program (use their occupation code).

3. Start Date of Employment in Primary Occupation at Exit

Data Type: DATETIME (YYYYMMDD) Change: Revised
 Element Number: 358 Multiple Values Allowed: No

Record the date when the individual began the job coded in data element Primary Occupation at Exit (XVII.D.2).

Note: For individuals who were employed at the initial IPE, Employment Status (IX.C.1), this date may be prior to the Date of Application (IV.A).

4. Hourly Wage at Exit

Data Type: DECIMAL 5,2 Change: Revised
 Element Number: 359 Multiple Values Allowed: No

Record the hourly wage including cents earned after achieving an employment outcome consistent with the employment goal on an individual's IPE, at the time the individual exited the program. If the individual is employed in more than one job that is consistent with the employment goal on the individual's IPE, record the hourly wage for the primary source of income.

This data element captures cash earnings of the individual at the time of exit as an hourly wage and includes all wages, salaries, tips, profits from self-employment and commissions received as income. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security payroll tax are taken.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary.

Where wages are based on commissions that are irregular (e.g., real estate, automobile sales, etc.), they should be calculated as an average hourly wage over a representative period of time such as one month or one quarter to obtain a meaningful figure. Commissions are generally not paid when earned, but rather are paid periodically, such as weekly, biweekly, or even monthly. To bring standardization to this data element, wages should be based on the actual receipt of the payment and not on amounts accruing until the next commission payout.

If the individual was unemployed and/or generated no earnings or did not achieve an employment outcome, record 0.

5. Hours Worked in a Week at Exit

Data Type: INT 2

Change: Revised

Element Number: 360

Multiple Values Allowed: No

For an individual who achieved an employment outcome, record the number of hours worked on the Primary Occupation at Exit (XVII.D.2) consistent with the employment goal on the individual's IPE at the date of exit. Data are reported in the same quarter as the Date of Exit (XVII.A) occurs.

E. Support at Exit

Monthly Public Support Amount General Information:

Public support means cash payments made by Federal, State and/or local governments for any reason, including an individual's disability, age, or economic status. Include payments to a family unit precipitated by the individual's disability or when the individual's presence is taken into account in the computation of the family benefit.

Record the monthly amount (to the nearest dollar) of public support currently received by the individual from each of the following sources. Also include any payments that are sent directly to an 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

1. Social Security Disability Insurance (SSDI) at Exit

Data Type: INT 5

Change: None

Element Number: 361

Multiple Values Allowed: No

Record the monthly amount of SSDI received by the individual.

Record 0 if individual does not receive SSDI.

2. Supplemental Security Income (SSI) for the Aged, Blind, or Disabled at Exit

Data Type: INT 5

Change: None

Element Number: 362

Multiple Values Allowed: No

Record only the individual's portion of the monthly payment under the SSI for the Aged, Blind, or Disabled program.

Record 0 if individual does not receive SSI for the Aged, Blind, or Disabled.

3. Temporary Assistance for Needy Families (TANF) at Exit

Data Type: INT 5

Change: None

Element Number: 363

Multiple Values Allowed: No

Record individual's monthly amount of cash public assistance payments received through TANF.

Record 0 if individual does not receive TANF.

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.

4. General Assistance (State or local government) at Exit

Data Type: INT 5

Change: None

Element Number: 364

Multiple Values Allowed: No

Record individual's monthly amount of General Assistance received.

Record 0 if individual does not receive General Assistance.

5. Veterans' Disability Benefits at Exit

Data Type: INT 5

Change: None

Element Number: 365

Multiple Values Allowed: No

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

Record individual's monthly amount of Veterans' Benefits received.

Record 0 if individual does not receive Veterans' Benefits.

6. Workers' Compensation at Exit

Data Type: INT 5

Change: None

Element Number: 366

Multiple Values Allowed: No

Record individual's monthly amount of Workers' Compensation received.

Record 0 if individual does not receive Workers' Compensation.

7. Other Public Support at Exit

Data Type: INT 5

Change: None

Element Number: 367

Multiple Values Allowed: No

Other Public Support payments are cash payments to individuals beyond those otherwise listed. 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.

Record individual's monthly amount of public support received from all other sources of public support not listed.

Record 0 if individual does not receive any other public support.

8. Primary Source of Support at Exit

Data Type: INT 1

Change: None

Element Number: 368

Multiple Values Allowed: No

Record a code value from the table below to indicate the individual's largest single source of economic support at the time the individual exited, even if it accounts for less than one-half of the individual's total support. Data are reported in the same quarter as the Date of Exit (XVII.A) occurs.

If an individual is supported by the earnings of a spouse, or by the spouse's unemployment compensation benefits, record code value 2 (family and friends) as the Primary Source of Support and not code value 1 (personal income).

If an individual is primarily supported by a governmental entity with no cash support – for example, incarcerated individuals – record code value 3 (public support) as the primary source of support only if the individual is the recipient of the support. If the family receives public support, record code value 2 (family and friends).

Code Description

- 1 Primary source of support at exit is personal income (e.g., employment earnings, interest, dividends, rent, retirement including social security).
- 2 Primary source of support at exit is family and friends.
- 3 Primary source of support at exit is public support (e.g., SSI, SSDI, TANF, etc.).
- 4 Primary source of support at exit is from other sources (e.g., private disability insurance and private charities).

F. Medical Insurance Coverage at Exit

Record whether an individual had medical insurance coverage at the time of exit. Data are reported in the same quarter as the Date of Exit (XVII.A) occurs.

1. Medicaid at Exit

Data Type: INT 1

Change: None

Element Number: 369

Multiple Values Allowed: No

Code Description

1 Individual has Medicaid.

0 Individual does not have Medicaid.

2. Medicare at Exit

Data Type: INT 1

Change: None

Element Number: 370

Multiple Values Allowed: No

Code Description

1 Individual has Medicare.

0 Individual does not have Medicare.

3. State or Federal Affordable Care Act Exchange at Exit

Data Type: INT 1

Change: None

Element Number: 371

Multiple Values Allowed: No

State or Federal Affordable Care Act Exchange refers to individuals receiving benefits through their enrollment in an Affordable Care Act Exchange.

Code Description

1 Individual is receiving benefits through the State or Federal Affordable Care Act Exchange at exit.

0 Individual is not receiving benefits through the State or Federal Affordable Care Act Exchange at exit.

4. Public Insurance from Other Sources at Exit

Data Type: INT 1

Change: Revised

Element Number: 372

Multiple Values Allowed: No

Code Description

1 Individual has public insurance from sources not listed in data elements (XVII.F.1-XVII.F.3).

0 Individual does not have public insurance.

5. Private Insurance Through Employer at Exit

Data Type: INT 1

Change: None

Element Number: 373

Multiple Values Allowed: No

Code Description

1 Individual has private insurance through employer.

0 Individual does not have private insurance through employer.

6. Not Yet Eligible for Private Insurance Through Employer at Exit

Data Type: INT 1

Change: None

Element Number: 374

Multiple Values Allowed: No

Code Description

- 1 Individual is not eligible for private insurance through a current employer, but will be eligible for private insurance after a certain period of employment.
- 0 Individual does not meet the conditions described above.

7. Private Insurance Through Other Means at Exit

Data Type: INT 1

Change: None

Element Number: 375

Multiple Values Allowed: No

Private insurance through other means refers to individuals who are self-insured or receiving benefits through their parent/family members' insurance plan.

Code Description

- 1 Individual has private insurance through other means.
- 0 Individual does not have private insurance through other means.

XVIII. Post-Exit Data Elements

These data elements are used to report information for the WIOA primary indicators of performance. These data elements are required for individuals with disabilities who received VR services under an IPE and, thereby, met the definition of "participant" for purposes of WIOA.

A. Date Enrolled in Post-Exit Education or Training Program Leading to a Recognized Postsecondary Credential

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 376

Multiple Values Allowed: No

- WIOA PIRL data element 1406, Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential.

This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per sec 116(b)(2)(A)(iii). This data element applies to the Credential Rate numerator. This element is not to be confused with the data element Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (IX.F.12), which encompasses all education and training program enrollment and captures those enrolled during program participation, not post-exit.

Record the date the individual enrolled in an education or training program that leads to a recognized postsecondary credential after program exit.

Leave blank if this data element does not apply to individual.

B. Date of Attainment of Post-Exit Recognized Credential

Report: Upon Occurrence

Data Type: DATETIME (YYYYMMDD)

Change: New

Element Number: 377

Multiple Values Allowed: No

Record the post-exit date on which the individual attained a recognized credential.

Leave blank if this data element does not apply to individual.

C. Type of Recognized Credential Attained Post-Exit

Report: Upon Occurrence

Data Type: INT 1

Change: New

Element Number: 378

Multiple Values Allowed: No

Use the appropriate code to record the type of recognized diploma, degree, or credential consisting of an industry-recognized certificate or certification, a certification of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an Associate's, Bachelor's, or Master's Degree attained by the participant who received education or training services.

Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate measure and the Measurable Skills Gain measure.

Certificates are defined as a mastery of learning outcome that is generally awarded following a course of study. Certifications are defined as the validation of an individual competency in a specific subject as a result of going through a process that demonstrates competency, such as a test.

Record 0 if the participant received education or training services post-exit, but did not attain a recognized diploma, degree, license or certificate.

Leave blank if data element does not apply to the participant.

<u>Code</u>	<u>Description</u>
1	Secondary Diploma or Equivalency
2	AA or AS Diploma/Degree
3	BA or BS Diploma/Degree
4	Graduate/Post Graduate Degree/Diploma
5	Occupational Licensure
6	Occupational Certificate
7	Occupational Certification
8	Other Recognized Diploma, Degree, or Certificate

D. First Quarter After Exit Quarter

The employment data for the first completed quarter after exit is ONLY required when necessary to document credential measure attainment for students who attained a

secondary education credential. The collection of first quarter after exit employment and wage information is integral in the calculation a credential rate component. Specifically, the number of participants who exited that were in a secondary education program and who obtained a secondary school diploma or its equivalent during the program or within one year after exit AND who were also employed or enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit.

1. Employment - First Quarter After Exit Quarter

Data Type: INT 1

Change: New

Element Number: 379

Multiple Values Allowed: No

- WIOA PIRL data element number 1600, Employed in 1st Quarter After Exit Quarter.

Code Description

- 1 Individual is in unsubsidized employment, not including Registered Apprenticeship, the military, or competitive integrated employment under VR.
- 2 Individual is in a Registered Apprenticeship.
- 3 Individual is in the military.
- 4 Individual is in competitive integrated employment (VR only).
- 9 Individual has exited but employment information is not yet available.
- 0 Individual not employed in the first quarter after exit quarter.

2. Type of Employment Match – First Quarter After Exit Quarter

Data Type: INT 1

Change: New

Element Number: 380

Multiple Values Allowed: No

- WIOA PIRL data element number 1601, Type of Employment Match 1st Quarter After Exit Quarter.

Use the appropriate code value to identify the method used in determining the individual's employment status in the first quarter following the exit quarter. Wage records will be the primary data source for tracking employment after the exit quarter. If the individual is found in more than one source of employment using wage records, record the data source from the employment outcome consistent with the employment goal on the individual's IPE at the time the individual exited the program. If individuals do not have employment covered by wage records, VR agencies may then use supplemental data sources.

Code Description

- 1 Method used in determining individual's employment status was UI wage data.
- 2 Method used in determining individual's employment status was Federal employment records (e.g., OPM, USPS).
- 3 Method used in determining individual's employment status was military employment records.
- 4 Method used in determining individual's employment status was non-UI

<u>Code</u>	<u>Description</u>
	wage verification.
5	Information not yet available.
0	Individual is not employed.

3. **Wages – First Quarter After Exit Quarter**

Data Type: Decimal 8,2

Change: New

Element Number: 381

Multiple Values Allowed: No

- WIOA PIRL data element number 1703, Wages 1st Quarter After Exit Quarter.

Record the total wages, including cents, earned, from the employment outcome consistent with the employment goal on the individual's IPE at the time the individual exited, during the first quarter after the quarter of exit. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security payroll tax.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary.

If the individual was unemployed and/or generated no earnings, record 0.

If information is not yet available, record 999999.

Note: After 2 quarters of "Information not available" wages will be assumed to be zero.

E. **Second Quarter After Exit Quarter**

1. **Employment Related to Training – Second Quarter After Exit Quarter**

Data Type: INT 1

Change: New

Element Number: 382

Multiple Values Allowed: No

- WIOA PIRL data element number 1608, Employment Related to Training (2nd Quarter After Exit).

Training services mean the services listed in Section XII of this manual.

<u>Code</u>	<u>Description</u>
-------------	--------------------

- | | |
|---|---|
| 1 | Individual received training services and obtained employment directly related to the training services received. |
| 0 | Individual received training services and did not obtain employment directly related to the training services received. |

Leave blank if the data is not available.

2. Employment - Second Quarter After Exit Quarter

Data Type: INT 1

Change: New

Element Number: 383

Multiple Values Allowed: No

- WIOA PIRL data element number 1602, Employed in 2nd Quarter After Exit Quarter.

Code Description

- 1 Individual is in unsubsidized employment, not including Registered Apprenticeship, the military, or competitive integrated employment under VR.
- 2 Individual is in a Registered Apprenticeship.
- 3 Individual is in the military.
- 4 Individual is in competitive integrated employment (VR only).
- 9 Individual has exited but employment information is not yet available.
- 0 Individual not employed.

3. Type of Employment Match – Second Quarter After Exit Quarter

Data Type: INT 1

Change: New

Element Number: 384

Multiple Values Allowed: No

- WIOA PIRL data element number 1603, Type of Employment Match 2nd Quarter After Exit Quarter.

Use the appropriate code value to identify the method used in determining the individual's employment status in the second quarter following the exit quarter. Wage records will be the primary data source for tracking employment after the exit quarter. If the individual is found in more than one source of employment using wage records, record the data source from the employment outcome consistent with the employment goal on the individual's IPE at the time the individual exited. If individuals do not have employment covered by wage records, VR agencies may then use supplemental data sources.

Code Description

- 1 Method used in determining individual's employment status was UI wage data.
- 2 Method used in determining individual's employment status was Federal employment records (e.g., OPM, USPS).
- 3 Method used in determining individual's employment status was military employment records.
- 4 Method used in determining individual's employment status was non-UI wage verification.
- 5 Information not yet available.
- 0 Individual is not employed.

4. Wages – Second Quarter After Exit Quarter

Data Type: Decimal 8,2

Change: New

Element Number: 385

Multiple Values Allowed: No

- WIOA PIRL data element number 1704, Wages 2nd Quarter After Exit Quarter.

Record the total wages, including cents, earned, from the employment outcome consistent with the employment goal on an individual's IPE at the time the individual exited, during the second quarter after the quarter of exit. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security payroll tax.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary.

If the individual was unemployed and/or generated no earnings, record 0

If information is not yet available, record 999999

Note: After 2 quarters of "Information not available" wages will be assumed to be zero.

F. Third Quarter After Exit Quarter

The employment data for the third completed quarter after exit is ONLY required when necessary to document credential measure attainment for students who attained a secondary education credential. The collection of first quarter after exit employment and wage information is integral in the calculation a credential rate component. Specifically, the number of participants who exited that were in a secondary education program and who obtained a secondary school diploma or its equivalent during the program or within one year after exit AND who were also employed or enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit.

1. Employment - Third Quarter After Exit Quarter

Data Type: INT 1

Change: New

Element Number: 386

Multiple Values Allowed: No

- WIOA PIRL data element 1604, Employed in 3rd Quarter After Exit Quarter.

Code Description

- 1 Individual is in unsubsidized employment, not including Registered Apprenticeship, the military, or competitive integrated employment under VR.
- 2 Individual is in a Registered Apprenticeship.
- 3 Individual is in the military.
- 4 Individual is in competitive integrated employment (VR only).
- 9 Individual has exited but employment information is not yet available.
- 0 Individual not employed.

2. Type of Employment Match – Third Quarter After Exit Quarter

Data Type: INT 1

Change: New

Element Number: 387

Multiple Values Allowed: No

- WIOA PIRL data element number 1605, Type of Employment Match 3rd Quarter After Exit Quarter.

Use the appropriate code value to identify the method used in determining the individual's employment status in the third quarter following the exit quarter.

Wage records will be the primary data source for tracking employment after the exit quarter. If the individual is found in more than one source of employment using wage records, record the data source from the employment outcome consistent with the employment goal on the individual's IPE at the time the individual exited. If individuals do not have employment covered by wage records, VR agencies may then use supplemental data sources.

Code Description

- 1 Method used in determining individual's employment status was UI wage data.
- 2 Method used in determining individual's employment status was Federal employment records (e.g., OPM, USPS).
- 3 Method used in determining individual's employment status was military employment records.
- 4 Method used in determining individual's employment status was non-UI wage verification.
- 5 Information not yet available.
- 0 Individual is not employed.

3. Wages – Third Quarter After Exit Quarter

Data Type: Decimal 8,2

Change: New

Element Number: 388

Multiple Values Allowed: No

- WIOA PIRL data element number 1705, Wages 3rd Quarter After Exit Quarter.

Record the total wages, including cents earned, from the employment outcome consistent with the employment goal on an individual's IPE at the time the individual exited, during the third quarter after the quarter of exit. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security payroll tax.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary.

If the individual was unemployed and/or generated no earnings, record 0.

If information is not yet available, record 999999

Note: After 2 quarters of "Information not available" wages will be assumed to be zero.

G. Fourth Quarter After Exit Quarter**1. Employment - Fourth Quarter After Exit Quarter**

Data Type: INT 1

Change: New

Element Number: 389

Multiple Values Allowed: No

- WIOA PIRL data element number 1606, Type of Employment Match 4th Quarter After Exit Quarter.

Code Description

- 1 Individual is in unsubsidized employment, not including Registered Apprenticeship, the military, or competitive integrated employment under VR.
- 2 Individual is in a Registered Apprenticeship.
- 3 Individual is in the military.
- 4 Individual is in competitive integrated employment (VR only).
- 9 Individual has exited but employment information is not yet available.
- 0 Individual not employed.

2. Type of Employment Match – Fourth Quarter After Exit Quarter

Data Type: INT 1

Change: New

Element Number: 390

Multiple Values Allowed: No

- WIOA PIRL data element number 1607, Type of Employment Match 4th Quarter After Exit Quarter.

Use the appropriate code value to identify the method used in determining the individual's employment status in the fourth quarter following the exit quarter. Wage records will be the primary data source for tracking employment after the exit quarter. If the individual is found in more than one source of employment using wage records, record the data source from the employment outcome consistent with the employment goal on an individual's IPE at the time the individual exited. If individuals do not have employment covered by wage records, VR agencies may then use supplemental data sources.

Code Description

- | | |
|---|---|
| 1 | Method used in determining individual's employment status was UI wage data. |
| 2 | Method used in determining individual's employment status was Federal employment records (e.g., OPM, USPS). |
| 3 | Method used in determining individual's employment status was military employment records. |
| 4 | Method used in determining individual's employment status was non-UI wage verification. |
| 5 | Information not yet available. |
| 0 | Individual is not employed. |

3. Wages – Fourth Quarter After Exit Quarter

Data Type: Decimal 8,2

Change: New

Element Number: 391

Multiple Values Allowed: No

- WIOA PIRL data element number 1706, Wages 4th Quarter After Exit Quarter.

Record the total wages, including cents, earned, from the employment outcome consistent with the employment goal on an individual's IPE at the time the individual exited, during the fourth quarter after the quarter of exit. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security payroll tax.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary.

If the individual was unemployed and/or generated no earnings, record 0.

If information is not yet available, record 999999.

Note: After 2 quarters of "Information not available" wages will be assumed to be zero.

4. Retention with the Same Employer in the Second Quarter and the Fourth Quarter – Fourth Quarter After Exit Quarter

Data Type: INT 1

Change: New

Element Number: 392

Multiple Values Allowed: No

- WIOA PIRL data element number 1618, Retention with the same employer in the 2nd Quarter and the 4th Quarter.

Code Description

- | | |
|---|--|
| 1 | Individual's employer in the second quarter after exit matches the employer in the fourth quarter after exit. |
| 0 | Individual is not employed in the second or fourth quarters after exit, or the employer in the second quarter after exit does not match the employer in the fourth quarter after exit. |

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Attachment A

Technical and Clarifying Changes to the RSA-911

Last Updated: June 14, 2017

These changes represent technical or clarifying changes made to the RSA-911 issued with this policy directive.

- Section I, General Information Table 1.4: Required Data Elements for Individuals Receiving Pre-Employment Transition Services has been revised to indicate that Pre-Employment Transition Services include X.B-X.F.

Data Element	Name
III.A	Unique Identifier
III.B	Social Security Number (if available)
IV.B	Date of Birth
IV.C.2 – IV.C.6	Race – Required if student is in elementary or secondary education.
IV.C.7	Ethnicity – Required if student is in elementary or secondary education.
IV.F	Student with a Disability
X.A	Start Date of Pre-Employment Transition Services
X.B – X.F	Pre-Employment Transition Services

- Section IV G, Support: Instructions were removed that indicate public support should be recorded as a dollar amount.
- Element 29, Unemployment Insurance
 - Title and code choices have been revised to read Unemployment Compensation.
- Element 43, Source of Impairment, page 27.
 - Code 25 has been revised to read: “Intellectual Disability”
- Element 55, Adult Education
 - Code 1 has been revised to read: Individual received Adult Education services.
 - Code 0 has been revised to read: Individual did not receive Adult Education services.
- Element 78 Enrolled in Secondary Education
 - Code 1 has been revised to read: Individual is enrolled in a secondary education program at or above the 9th grade level and achieving a high school diploma is a goal on their IPE.
 - Code 2 was added and reads: Individual is enrolled in a secondary education program at or above the 9th grade level and achieving a high school diploma is not a goal on their IPE.
- Element 81, Attained Secondary School Diploma
 - Element has been renamed Date Attained Secondary School Diploma.
 - Element has been changed to a DATETIME(YYYYMMDD) field.
- Element 86, Completed Some Postsecondary Education, No Degree or Certificate
 - Instructions have been revised to include: “Leave blank if the data element does not apply to the individual.”
- Element 90, Date Attained Graduate Degree
 - Master’s Degree should only be reported with Element 89, Date Attained Master’s Degree.
- Element #91 Enrolled in a Career or Technical Training Program, Not Leading to a Recognized Credential and Element
 - Code 1 has been revised to read: Individual is enrolled in a career or technical training program that does not lead to a recognized postsecondary credential.

- Code 0 has been revised to read: - Individual is not enrolled in a career or technical training program.
- Instructions have been revised to include: “Leave blank if the data element does not apply to the individual.”
- Revise Comparable Services and Benefits Provider Type Examples to read: If the individual received comparable services or benefits from the Veteran’s Benefits Administration and Federal Student Aid, record “21;11”. If the individual received comparable services or benefits from a Public Rehabilitation Program as well as from a developmental disability agency, record “6;12”. If comparable services or benefits were received by an individual from an elementary or secondary educational institution only, then record “8”.
- Add code 24, Other to the Comparable Services and Benefits Provider Type choices
- Element 345, Date of Most Recent Measurable Skill Gain: Postsecondary Transcript/Report Card
 - Instructions have been revised to remove the requirement that part-time students need to attend consecutive semesters in order to achieve a measureable skill gain. Instead they need to complete 12 credit hours during the same 12 month period.
- Element 348, Employment Outcome
 - All participants with a competitive employment outcome of self-employment are to be assigned code 2, Self-employment, not code 1, Competitive Integrated Employment.
- Element 352, Hours Worked in a Week at Employment Outcome
 - Data type has been revised to be INT 2.
- Element 354, Type of Exit
 - Code 7 has been added and reads: Individual exited as an applicant after being determined ineligible for VR services.
 - Code 8 has been added and reads: Potentially eligible individual exited after receiving pre-employment transition services and has not applied for VR services.
- Element 355, Reason for Exit
 - Code 8 has been revised to read: No Disabling Condition: Individual is not eligible for VR services because no physical or mental impairment exists.
 - Code 10 has been revised to read: Does Not Require VR Services: Individual does not require VR services to prepare for, enter into, engage in, or retain gainful employment consistent with his or her strengths, resources, priorities, concerns, abilities, capabilities, and informed choice.
 - Code 12 additional clarification: This code is used for initial ineligibility determination only.
 - Code 16 additional clarification: This code is used only for individuals who have received VR services.
- Element 356, Employment Outcome at Exit
 - All participants with a competitive employment outcome of self-employment are to be assigned code 2, Self-employment, not code 1, Competitive Integrated Employment.
- Element 378, Type of Recognized Credential Attained Post-Exit
 - Code 1 was revised to read: Secondary diploma or its equivalency
- Element 393, Other Public Support at Application.
 - Data Type has been changed to INT. Choices are limited to:
 - 1- individual receives this support.
 - 0- individual does not receive this support.
 - This is now consistent with elements 23-29, Support at Application.

Please note that element 393 appears out of numerical order in PD-16-04. The final data set transmitted to RSA should be in numerical order.

APPENDIX K

FILE LAYOUT OF THE MEF: MASTER EARNINGS FILE

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Start Pos	End Pos	Size	Name	Description
1	1	1	TYPE	Type 2 = State and Local Wages Type 3 = Self Employment Type 4 = Tips Type 1 = none of the above
2	10	9	SSN	Social Security Number
11	14	4	YEAR	Tax Year (CCYY)
15	23	9	EIN	Employer Identification Number
24	35	12	WAGE_TIPS_IRS	Wages, tips and other compensation W2-Box #1 (Total Compensation) \$\$\$cc
36	47	12	WAGE_TIPS_RR	Railroad wages W2-Box #1 \$\$\$cc
48	59	12	WAGE_TIPS_NF	Wages, other than railroad, non-covered for Soc Sec or Medicare W2-Box #1 \$\$\$cc
60	71	12	WAGE_TIPS_SS	Total of WAGE_SS and TIPS_SS W2-Box #3 and Box #7 \$\$\$cc
72	83	12	WAGE_SS	Social Security taxable wages W2-Box #3 \$\$\$cc
84	95	12	TIPS_SS	Social Security taxable tips W2-Box #7 \$\$\$cc
96	107	12	WAGE_TIPS_MED	Medicare taxable wages and tips W2-Box #5 \$\$\$cc
108	119	12	TIPS_MED	Medicare taxable tips \$\$\$cc
120	131	12	SEI_SS	Social Security taxable self-employment income, as posted (SSSEIP) \$\$\$cc
132	143	12	SEI_MED	Medicare taxable self-employment income, as posted (MTSEIP) \$\$\$cc
144	155	12	PENSION	Pensions (IRS Form W-2P) \$\$\$cc
156	167	12	PAYMENT_457	Plan 457 and Non Plan 457 distributions \$\$\$cc
168	179	12	SWP_457	Non Plan 457 Special Wage Payments \$\$\$cc
180	191	12	DEF_DSTB	Deferred Compensation Distributions W2-Box #11 \$\$\$cc
192	203	12	DEF_CNTR	Deferred Compensation contributions W2-Box #12 Prior to 2004 all elective deferrals were summarized into this grouping. In 2004 new employment types were created for the different plans (401, 403, 408, 457, 501). \$\$\$cc
204	215	12	PLAN_401	W2 non FICA & Def Comp contributions to 401 (k) \$\$\$cc
216	227	12	PLAN_403	W2 non FICA & Def Comp contributions to 403 (b) \$\$\$cc
228	239	12	PLAN_408	W2 non FICA & Def Comp contributions to 408 (k) \$\$\$cc
240	251	12	PLAN_457	W2 non FICA & Def Comp contributions to 457 (b) \$\$\$cc
252	263	12	PLAN_501	W2 non FICA & Def Comp contributions to 501(c) (18) (d) \$\$\$cc
264	275	12	HSA_CNTR	Health Savings Account (HSA) W2-Box #12 \$\$\$cc

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APPENDIX L

FILE LAYOUT OF THE VRRMS FILES

Note: The VRRMS source file layout changed in March 2017, as described in Volume 2. Both of the layouts are presented in what follows.

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For Schema U: VR Tables

4/18/2016

L: PCWOSS VRPMACCD, VR Payment Action Code Reference Table

This table is used to decode the VR Payment Code used within VRMMS.

VR_PMT_ACTN_CD, VR Payment Code [C_PCODE, Char 3, not nullable, no default, primary key] A three position code describing the action taken on the submitted VR claim.

VR_ACTN_CTGY_CD, VR Payment Code Type [C_PCODE_TYPE, Char 1, not nullable, no default, constraint- must be F for Favorable, P for Partially Favorable, or U for Unfavorable, or N {not applicable?::Q}] Identifies a general category into which the VR Payment Code falls.

VR_PMT_ACTN_DESC, VR Payment Code Description [C_PCODE_DESC, VarChar 550, not nullable, no default] English decode of the VR Payment Code.

VR_PMT_ACTN_CSD, VR Payment Code Short Description [Char 60, not nullable, no default].

Reference table meta-data to be included: VLD_SW (default Y), EFF_STDT, EFF_ENDT, LU_PIN, LU_TS (default DB timestamp).

Samples:

100	U	This claim has been disallowed. Review of the termination date was performed as requested. The review found that the termination date is correct.
110	U	This claim has been disallowed. Review of the payment period was performed as requested. The review found that the payment period is correct.
190	U	This claim has been disallowed. Refer to attachment to this notice for further explanation.
200	U	This claim has been disallowed. The individual's work activity could not be verified or established.
250	U	This claim has been disallowed. The individual performed SGA in 9 out of 12 months, but stopped work in 2 or 3 of the 12 months because of his or her medical impairment.

M: PCWOSS VROCCATC, Vocational Rehabilitation R Occupational Categories (Major category) Reference Table

Describes a major category of occupations that applies to an SSA disability beneficiary receiving VR services.

VROCC_CTGY_CD, Occupational Major Category:: [Char 1, not nullable, no default, primary key]

VROCC_CTGY_DESC, Occupational Major Category Description: [Char 60, not nullable, no default]

Examples:

0,PROFESSIONAL, TECHNICAL & MANAGERIAL OCCUPATIONS
 2,CLERICAL AND SALES OCCUPATIONS
 3,SERVICE OCCUPATIONS
 4,AGRICULTURAL, FISHERY, FORESTRY AND RELATED OCCUPATIONS
 5,PROCESSING OCCUPATIONS
 6, MACHINE TRADES OCCUPATIONS
 8,STRUCTURAL WORK OCCUPATIONS
 9,MISCELLANEOUS OCCUPATIONS

These reference table metadata apply: VLD_SW (Y or N, default Y), LU_PIN, LU_TS (default DB timestamp).

M: PCWOSS VROCCSCD for Vocational Rehabilitation Subcategory Reference Table

Describes a minor category of occupations that applies to an SSA disability beneficiary receiving VR services.

VROCC_SBCTGY_CD, Occupational Category: (OCC_CAT in VRRMS): [Char 2, not nullable, no default, primary key]

VROCC_CTGY_CD, Occupational Major Category: [Char 1, not nullable, no default, foreign key constraint: should be in VROCCATC]

VROCC_SBCTGY_DESC, Occupational Category Description: (OCC_CAT_DESC in VRRMS): [Char 100, not nullable, no default]

Examples:

02,0,OCCUPATIONS IN MATHEMATICS and PHYSICAL SCIENCES
 03,0,COMPUTER-RELATED OCCUPATIONS
 04,0,OCCUPATIONS IN LIFE SCIENCES

05,0,OCCUPATIONS IN SOCIAL SCIENCES
 07,0,OCCUPATIONS IN MEDICINE & HEALTH
 09,0,OCCUPATIONS IN EDUCATION

All standard reference table metadata apply: VLD_SW (Y or N, default Y), LU_PIN, LU_TS (default DB timestamp).

M: PCWOSS VROCCD, Vocational Rehabilitation Occupational Code Reference Table

Describes a specific occupation that applies to an SSA disability beneficiary receiving VR services.

VROCC_CD, Occupational Code: (OCC_CODE in VRRMS): [Char 2, not nullable, no default, primary key]

VROCC_SBCTGY_CD, Occupational Category: (OCC_CAT in VRRMS): [Char 2, not nullable, no default, foreign key constraint: should be in VROCCSCD]

VROCC_CTGY_CD, Occupational Major Category: [Char 1, not nullable, no default, foreign key constraint: should be in VROCCATC]

VROCC_DESC, Occupational Code Description: (OCC_CODE_DESC in VRRMS): [Char 120, not nullable, no default]

Examples:

025,02,0,Meteorology
 029,02,0,Mathematics and Physical Sciences/ N.E.C.
 030,03,0,Systems Analysis and Programming
 031,03,0,Data Communications and Networks
 032,03,0,Computer System User Support
 033,03,0,Computer Systems Technical Support
 039,03,0,Computer-related Occupations/ N.E.C.
 040,04,0,Agricultural Sciences
 041,04,0,Biological Sciences

All standard reference table metadata apply: VLD_SW (Y or N, default Y), EFF_STDT, EFF_ENDT (nullable), INSRT_PIN, INSRT_TS (default DB timestamp), LU_PIN, LU_TS (default DB timestamp).

M: PCWOSS VROCALOC, Vocational Rehabilitation Allocations data table

This table maintains for each fiscal year for T 2 and T16 separately how much funding has been allocated for VR for that title, and how much funding has actually been spent. Two new rows are added each FY, but every VR payment or adjustment results in an update to the “Spent” amount.

Primary key is Fiscal Year + ENTLT_CD

FY, Fiscal Year: [Char 4, not nullable, no default] The fiscal year for which the allocation has been made.

ENTLT_CD, Entitlement Code (already named in PCWOSS.ENTLTCD): [Char 2, not nullable, no default, must be “2 “ or “16”]

ALLOCD_AMT, Allocated (A_ALLOC in VRRMS): [Dec 11,2, not nullable, no default] The fiscal year allocation for either T2 or T16 for VR payments.

APRVD_AMT, Spent (A_SPEND in VRRMS): [Dec 11,2, not nullable, system default (0)] The amount approved whether or not sent to SSOARS.

APRVD_UNPD_AMT, Pending: [Dec 11,2, not nullable, system default (0)] The amount approved but not yet sent to SSOARS. This is a breakout of Spent.

These standard metadata apply: LU_PIN, LU_TS (default DB timestamp).

M: PCWOSS VRCLMCST, Vocational Rehabilitation Claim Cost Type Reference Table

Describes a category of occupations that applies to an SSA disability beneficiary receiving VR services.

VR_CLM_CST_TYP_CD, Claim Cost Type (CC_TYPE in VRRMS): [Char 3, not nullable, no default, primary key]

VR_CLM_CST_TPDESC, Claim Cost Type Description [Char 30, not nullable, no default]

ACP,Administrative Costs

DIR,Direct Costs

TRK,Tracking Costs

OTH,Other Costs

All standard reference table metadata apply: VLD_SW (Y or N, default Y), LU_PIN, LU_TS (default DB timestamp).

M: PCWOSS VRRBTTC, VR SGA Type of Claim Reference Table

Identifies the type of claim that has been submitted to SSA for VR reimbursement.

VR_RMBRST_TYP_CD, VR Type of Claim: (VRRMS C_TYPE in CLAIM_CONTROL) [Char 2, not nullable, no default, primary key] The type of claim code used in VRRMS.

VR_RMBRST_TPDESC, Type of Claim Description: [Char 20, not nullable, no default]

Provides a description for the VR Type of Claim.

Examples:

B : Allowance

BJ: Allowance, second period

E : 301

EJ: 301, second period

F : Reconsideration

BK: Adjustment

BB: Resubmittal

All standard reference table metadata apply: VLD_SW (Y or N, default Y), EFF_STDT, EFF_ENDT (nullable), LU_PIN, LU_TS (default DB timestamp).

M: PCWOSS VRPTARCD, Vocational Rehabilitation Payment Adjustment Reason Reference Table

Identifies a specific reason why SSA is altering on denying a claim for a VR payment, for a specific expense item in a VR claim.

VR_PMTARSN_CD, VR Payment Adjustment Code: (VRRMS C_RSN_NUM) [Char 1, not nullable, no default] Indicates the reason why the amount requested for a VR payment has been adjusted.

VR_PMTARSN_DESC, VR Payment Adjustment Description: (VRRMS C_RSN_DESC) [Char 70, not nullable, no default] Description for the Payment Adjustment Code.

Examples:

- 1,Failed to respond to our request for information
- 2,Documentation does not support reimbursement request
- 3,We found duplicate billings
- 4,Direct costs were found outside the payment period
- 5,Overcharge was due to mathematical error
- 6,Charge is considered a third party payment
- 7,Charge is considered ACP since State personnel provided services
- 8,Undercharge was due to mathematical error

All standard reference table metadata apply: VLD_SW (Y or N, default Y), EFF_STDT, EFF_ENDT (nullable), LU_PIN, LU_TS (default DB timestamp).

M: PCWOSS VRALOFAC, Vocational Rehabilitation Allocation Factors Reference Table

This table identifies overhead costs to be added to the direct costs claimed by a state vocational rehabilitation agency. Factors are adjusted at the start of each FY for each VR agency.

Primary key is VR Code + year.

ST_VR_ABBR_CD, State VRA Abbreviation: [Char 4, not nullable, no default, foreign key constraint: must be in VRSTABDA]

FY, Fiscal Year: [Char 4, not nullable, no default] Fiscal Year.

ADMINV_CSTFCTR_AMT, Administrative Cost Factor: (V_ACP_FACT in VRRMS): [Dec 8,2; not nullable, no default] Permitted additional average monthly claim amount attributable to administration and counseling/placement for months through VR closure.

TRKG_CSTFCTR_AMT, Tracking Cost Factor: (V_TRK_FACT in VRRMS): [Dec 8,2; not nullable, no default] Permitted additional monthly VR claim amount attributable to tracking beneficiary after VR closure, not to exceed nine months.

CST_ALLOCN_MTHD_CD, VR Allocation Method: [Char 1, not nullable, no default, constraint: must be A or B] identifies whether the method A or the method B cost allocation method was chosen by the SVR.

These standard metadata apply: INSRT_PIN, INSRT_TS (default DB timestamp), LU_PIN, LU_TS (default DB timestamp).

Q Add: VLD_SW, Verified [Char 1, not nullable, default N, must be Y or N] Identifies whether the amount in this row have been verified. The row cannot be used until the amounts are verified.

Q Add: AMT_VRFD_PIN, Verified PIN [Char 6, not nullable, no default] The PIN of the person successfully verifying the contents of this row.

Q Add: AMT_VRFD_TS, Verified Timestamp [Timestamp, nullable, default null] The time the contents of this row were successfully verified.

T: Create history table HVRALOFC (will be updated by DB2 Triggers).

In the history table add these additional history only fields: DELD_SW (must be Y or N, default N), AUDT_TS (not nullable, system default) and AUDT_PIN (not nullable, default spaces).

There are no constraints of any kind on the history table other than on DELD_SW.

M: PCWOSS VRSGACCD, Vocational Rehabilitation SGA Continuous Period Reference Table

This code identifies the type of continuous period of SGA used to allow a VR claim. For a VR to be entitled to reimbursement the SSA beneficiary must have performed continuous SGA for one of the period identified in this table.

VR_SGA_CPRD_TYPCD, SGA period type [Char 2, not nullable, no default, primary key]

VR_SGA_CPRD_TPDESC, SGA period type description [Char 100, not nullable, no default]

Examples:

09: 9 months of consecutive months of SGA

10: 9 months of SGA within 10 consecutive months, break for any reason

12: 9 months of SGA within 12 consecutive months, breaks for non-medical reasons outside beneficiary control

Only these standard metadata apply: VLD_SW (default Y, must be Y or N), LU_PIN, LU_TS (default DB timestamp).

M: PCWOSS VRRHBSCD, Vocational Rehabilitation Status Reference Table

These codes are two position codes nationally used by VR agencies to describe the current status of a particular VR claim.

VR_STUS_CD, VR status code [Char 2, not nullable, no default, primary key]

VR_STUS_DESC, VR status code description [Char 80, not nullable, no default]

Examples:

00: Referral

02: Applicant (Signed application)

04: Waiting List (Order of Selection)

06: Extended Evaluation

08: Closed before Certified Eligible

10: Plan Development Begun (Certified eligible)

12: Plan Development Completed (No services yet provided)

14: Counseling and Guidance (Plan started)

16: Physical and/or Mental Restoration (Plan started)

18: Training (Plan started)

20: Ready for Employment

22: In Employment

24: Services Interrupted

- 26: Successful Case Closure (Rehabilitated)
- 28: Closed Not Rehabilitated after Plan started, some services provided
- 30: Closed Not Rehabilitated before Plan started, no services provided
- 32: Postemployment Services (maintain/regain employment after successful closure)
- 38: Closed from Waiting List (Order of Selection)

Only these standard metadata apply: VLD_SW (default Y, must be Y or N), LU_PIN, LU_TS (default DB timestamp).

M: PCWOSS VROCSSCD, Vocational Rehabilitation Supplemental Service Reference Table

These codes are three position codes nationally used by VR agencies to supplement the current status of a particular VR claim.

VR_SUPPL_SRV_CD, VR supplemental status code [Char 3, not nullable, no default, primary key]

VR_STUS_CD, VR status code [Char 2, not nullable, no default, foreign key constraint: must be in VRRHBSCD]

VR_SUPPL_SRV_DESC, VR supplemental status code description [Char 90, not nullable, no default]

Examples:

- 086, 08, Closed during/after trial work/extended evaluation and before certified eligible
- 160, 16, Limbs
- 161, 16, Braces
- 162, 16, Hearing Aids
- 163, 16, Eye Glasses
- 164, 16, Wheelchairs, Walkers Crutches
- 165, 16, Dentures
- 166, 16, Other Assistive Devices
- 167, 16, Medical Services
- 180, 18, State Supported University
- 181, 18, Private In-State University or College
- 182, 18, Community or Area Technical College
- 183, 18, Out-of-State University or College
- 184, 18, Area Vocational-Technical College
- 185, 18, Proprietary School approved by the agency
- 186, 18, Other Training (Supported Employment)
- 187, 18, Rehabilitation Facility Approved by Agency (EOS)
- 188, 18, Rehabilitation Facility Approved by Agency (Skill Training)

189, 18, OJT- On-the-job Training
 241, 24, Medical (Physical)- Interrupted under Medical Advice
 242, 24, Medical (Mental)- Reoccurrence of psychiatric condition in remission, drug and alcohol abuse
 243, 24, Personal Problems- Inability to adapt, inappropriate behavior, family problems
 244, 24, Academic- Poor grades or inability to do course work
 245, 24, Financial- Client does not have adequate funds to continue training
 246, 24, Attendance- Poor or irregular attendance resulting in termination for other reasons
 247, 24, Employment- Client is employed
 248, 24, Unable to locate or contact client
 249, 24, Other Reason – Lack of transportation, client moved or died, etc.

Only these standard metadata apply: VLD_SW (default Y, must be Y or N), LU_PIN, LU_TS (default DB timestamp).

M: PCWOSS VREXPCCD, Vocational Rehabilitation Expense Category Reference Table

Expenses submitted by VR agencies to SSA for reimbursement are assigned to a particular expense category and type.

VR_EXP_CTGY_CD, VR expense category: [Char 2, not nullable, no default, primary key]

VR_EXP_CTGY_DESC, VR expense category description: [Char 50, not nullable, no default]

VR_EXP_CTGY_TXT, VR expense category explanation: [VarChar 500, nullable, default null]

Examples:

01,Intake and Assessment
 02,Counseling and Guidance
 03,Physical and Mental Restoration
 04,Training
 05,Maintenance
 06,Travel
 07,Services to Family Members
 08,Services for the Deaf and/or Blind
 09,Rehabilitation Technology
 10,Placement
 11,Work-related Materials
 12,Post Employment Services
 13,Occupational Support
 14,Rehabilitation Technology
 15,Other Goods and Services

Only these standard metadata apply: VLD_SW (default Y, must be Y or N), LU_PIN, LU_TS (default DB timestamp).

M: PCWOSS VREXPICD, Vocational Rehabilitation Expense Item Reference Table

Expenses submitted by VR agencies to SSA for reimbursement are assigned to a particular expense category and type.

VR_EXMP_ITM_CD, VR expense item: [Char 3, not nullable, no default, primary key]

VR_EXP_CTGY_CD, VR expense category: [Char 2, not nullable, no default, foreign key constraint: must be in VREXPCCD]

VR_EXP_ITM_DESC, VR expense item description: [Char 50, not nullable, no default]

VR_EXP_ITXT, VR expense item explanation: [VarChar 1000, nullable, default null]

Examples:

011,01,Diagnosis/Assessment /Evaluation

021,02,Purchased counseling/guidance services

031,03,Corrective surgery or therapy treatment

032,03,Hospitalization in connection with corrective surgery or therapy treatment

033,03,Professional clinic fees

034,03,Prescriptions for medications

035,03,Treatment for substance addiction to alcohol or drugs

036,03,Other restorative services not covered above

All standard reference table metadata apply: VLD_SW (Y or N, default Y), EFF_STDT, EFF_ENDT (nullable), INSRT_PIN, INSRT_TS (default DB timestamp), LU_PIN, LU_TS (default DB timestamp).

Q Add: CMPRBL_EXCP_SW, Similar/Comparable Exception: [Char 1, not nullable, no default, must be Y or N] Indicates whether or not this direct cost is excluded from denial on account of similar/comparable benefits available from another source.

Q Add: RSA_SRV_CD, RSA Service Code [Char 3, not nullable, default spaces, in a later release and foreign key constraint will be added to RSASRVCD] The Rehabilitation Services Agency equivalent code for this expense item.

T: Add: **VR_SRV_CSD, VR Service Code Short Description** [Char 20, not nullable, no default] a 20 character short description for the VR service that was rendered moved from VRSRVCD.

N: PCWOSS VRACALOC, VR Actuarial Cost Allocation Reference table

This table is used to support a formula to determine lifetime savings when processing a Vocational Rehabilitation Cost Reimbursement request. The “A” factor is the amount of administrative savings over the life-time of a disability claim. The “B” factor is a factor multiplied by the gross benefit amount, such as a PIA, to determine the current value of expected lifetime savings. Separate “A” and “B” factors are provided by the office of the actuary by gender for each age until full retirement.

Primary key is Age + Gender.

AGE_NUM, Age [SmallInt, not nullable, no default, constraint >= 16] The age of the SSA beneficiary as of the end of the SGA period used to make a VR cost reimbursement award.

SEX_CD, Gender [Char 1, not nullable, no default, constraint: must be “M” or “F”] The gender of the SSA beneficiary for a VR cost reimbursement reward is being processed.

ADMINV_CSTFCTR_NUM, “A” Factor [Integer, not nullable, no default] The lifetime administrative costs for a person this age and gender.

BNFT_CSTFCTR_NUM, “B” Factor [Decimal 7,2, not nullable, no default] The factor which when multiplied by the benefit amount determines lifetime benefits for a person this age and gender.

Standard metadata: LU_PIN (no default] and LU_TS (system default)]

N: PCWOSS VRPRSTCD, Vocational Rehabilitation Process Step Reference Table

Provides the description for various existing Vocational Rehabilitation process steps.

VR_PRC_STEP_CD, VR Process step: [Char 2, not nullable, no default, primary key]
 VR_PRC_STEP_DESC, VR Process Step Description: [Char 50, not nullable, no default]

Reference table metadata: VLD_SW (default Y), EFF_STDT (not nullable, no default),
 EFF_ENDT (nullable, default null), LU_PIN (no default), LU_TS (system default).

Sample values:

P7 - wage information received.
 P8 - over 30,000 claim for Manager approval
 P9 – 289 notice returned to RRT
 P0 - C3,C7,C8 notice returned to RRT
 PA - \$30,000 returned for correction
 PB - Claim to trainer for review
 PC – approved by trainer – okay to process

Q: PCWOSS RSASRVCD, RSA Service Code Reference Table

This table lists the Rehabilitation Services Agency codes assigned to individual direct service costs for a VR claim.

RSA_SRV_CD, RSA Service Code [Char 3, not nullable, no default, primary key]

RSA_SRV_DESC, RSA Service Code Description [Char 50, not nullable, no default]

CMPRBL_EXCP_SW, Similar/Comparable Exception: [Char 1, not nullable, no default, must be Y or N] Indicates whether or not this direct cost is excluded from denial on account of similar/comparable benefits available from another source.

RSA_SRV_LONG_DESC, RSA Service Code Long Description [VarChar 1000, not nullable, system default (empty)]

T: Add: **VR_EXP_CTGY_CD, VR Expense Category Code** [Char 2, not nullable, no default, foreign key constraint: must be in VREXPCCD, Vocational Rehabilitation Expense Category Reference] VR Expense Category reference for the VR direct service category code RSA_SRV_CD that is present in the table RSASRVCD.

Reference table metadata: VLD_SW (default Y), EFF_STDT, EFF_ENDT (default null), INSRT_PIN, INSRT_TS (system default timestamp)

Examples of categories are:

051 Assessment
 056 Diagnosis and Treatment of Impairments
 061 Vocational Rehabilitation Counseling and Guidance
 066 Graduate College or University Training
 071 Four-Year College or University Training
 076 Junior or Community College Training
 081 Occupational or Vocational Training
 086 On-the-job Training

091 Apprenticeship Training
 096 Basic Academic Remedial or Literacy Training
 101 Job Readiness Training
 106 Disability-Related Skills Training
 111 Miscellaneous Training
 116 Job Search Assistance
 121 Job Placement Assistance
 126 On-the-job Supports – Short Term
 131 On-the-job Supports – Supported Employment
 136 Transportation
 141 Maintenance
 146 Rehabilitation Technology
 151 Reader Services
 156 Interpreter Services
 161 Personal Attendant Services
 166 Technical Assistance Services
 171 Information and Referral Services
 176 Benefits Counseling
 181 Customized Employment Services
 186 Other Services

R: PCWOSS QREVFQVR, VR Agency QA and PVR Random Sampling Selection Data Table

This table is used to record what percent of a VR's claims should be randomly sampled for QA purposes, what percent are subject to Prepayment Validation Review (PVR), and manages the actual random selection process for both. A QA review looks at the entire case and is selected when a VR examiner finally adjudicates a case. This table governs random selection based on the VR being paid. A separate table governs random selection based upon the VR Examiner clearing the case. Either may result in a VR case selection for QA purposes. A VR case can be selected for PVR review as soon as all other basic payment eligibility requirements have been met, typically at a point earlier than the in-line QA review. A PVR review requires the submitting state VR to submit documentation for all direct costs, while a QA review looks at all aspects of a case. A PVR review always occurs without consideration to sampling when: (1) More than one SVR is claiming reimbursement for overlapping payment and VR periods; and (2) This is a supplemental claim and the prior initial claim or any prior supplemental claims were already subject to PVR.

ST_VR_ABBR_CD [Char 4, not nullable, no default, primary key, foreign key constraint: must be in VRSTABDA]

QASMP_INTVL_NUM, VR QA Sampling Interval (Quality Assurance Sample Interval Number) [Integer, not nullable, default 1, constraint: must be from 1 through 100] One VR claim is selected for QA review purposes for every VR QA Sampling Interval number of VR claims. For example, if the random sampling interval were 4, then 1 out of every four

consecutive VR claims processed would be randomly selected. 0 indicates no claims will be sampled, 1 indicates every claim will be sampled. 100 would indicate that one out of every 100 claims would be sampled. The VR QA Sampling Interval also determines the sample window size. A sample window would be a consecutive number of VR claims from which one claim would be selected at random. Once a sample is selected from within the sample window another sample is not selected until the next window is opened. The sample windows are fixed in size, but once a new sample window is entered which case within the window is selected is subject to a new random sample selection. For example, if the VR QA Sampling Interval was 4, then for each sequence of 4 VR claims one and only one would be selected at random for QA purposes, randomly divided between the 1st, 2nd, 3rd and 4th cases encountered in successive sample windows. For each sample window one and only one claim would be selected for the QA sample, but which claim within the window might be selected is a separate random selection for each subsequent sample window.

Whenever VR QA Sampling Interval is updated, all other dependent variables are reset as if the VR QA sampling window were being created for the first time: VR QA Sampling Window Position reset to 1, a new Next VR QA Sample Selection Location randomly picked within the new VR QA sample window size, and VR QA Sample Selected is set to “N” unless the first location within the sample window is selected (The new Next VR QA Sample Selection Location was = 1), in which case VR QA Sample Selected is set to “Y”.

QASMP_POSN_NUM, VR QA Sampling Window Position (Quality Assurance Sample Position Number) [Integer, not nullable, default 1, constraint: must be a value from and including 0 through and including QASMP_INTVL_NUM] Indicates the position within the current VR QA sampling window. This value is incremented by 1 for each VR claim, unless VR QA Sampling Window Position \geq VR Sampling Interval in which case VR Sampling Window Position is reset to 1 and not incremented by 1. Whenever the VR QA Sampling Window Position is set to 1 (whether initialized or reset), a new Next QA Sample Selection Location is determined, and VR QA Sample Selected is reset to N unless the first claim in the new sample window was selected, in which case the VR QA Sample Selected will be set to Y.

NXQA_SLTN_LOC_NUM, Next VR QA Sample Selection Location (Next Quality Assurance Selection Location Number) [Integer, not nullable, default 1, constraint: must be a value from and including 0 through and including QASMP_INTVL_NUM] Indicates the next case that will be selected from a random sample within the current VR QA sampling window. When the VR QA Sampling Window Position value is incremented and the new value for the sampling position is equal the Next VR QA Sample Selection Location, that case will be the case selected for the random sample from within the current sample window. The value for Next VR QA Sample Selection is Location set as follows: At program initiation SecureRandom is used once to create a unique random number (type long) to use as a seed value the random number generator. SecureRandom is not used again until the program is reinitialized. The seed number is used to initialize a subclassed java.util.random whose algorithm is provided elsewhere. Whenever a new sampling window is entered (VR QA Sampling Windows Position is set to 1), a new value is requested from random using nextInt(value) where value = VR QA Sampling Interval. One is added to the result and this becomes the new VR QA Sample Selection Location, identifying which case in the new sample window will be selected for the random sample.

QASMP_SLTN_SW, VR QA Sample Selected (Quality Assurance Sample Selection Switch) [Char 1, not nullable, default N, must be Y or N] Indicates whether or not a sample has yet been selected within the current sampling window. The value for “VR QA Sample Selected” is set to “N” when a new sample window is entered, and is set to “Y” once a sample is selected within the window. Once a sample has been selected in one sampling window, another claim is not selected until a new sampling window is entered. A new sampling window is entered only when VR QA Sampling Window Position is set to 1. If VR QA Sample Selected = “Y”, the only activity required is to increment VR QA Sampling Window Position by 1 unless VR QA Sampling Window Position already = VR QA Sampling Interval. In that later case the VR QA Sampling Window Position is reset to 1, and a new Next VR QA Sample Selection Location is determined. If the new Next VR QA Sample Selection Location also = 1, then VR QA Sample Selected is set “Y”, else VR QA Sample Selected is set “N”.

QASMP_EXMR_SW, Use Examiner QA for VR QA (Quality Assurance Sample Examiner Switch) [Char 1, not nullable, default N, must be Y or N] If this switch is true and if the current VR case is not selected for sampling using VR QA criteria, then if the current case is sampled for Examiner QA purposes that sample can also be counted for VR QA purposes as long as the VR Examiner Sampling Interval is the same as or greater than the VR QA Sampling Interval. If the Examiner selection is used for VR QA purposes if it meets these criteria, then VR QA Sample Selected would be set Y. If Use Examiner QA for VR QA is N, then only a VR QA random selections is used to satisfy a VR QA sample requirement.

PRPVALRS_INTVL_NUM, VR PVR Sampling Interval (Prepayment Validation Review Sample Interval Number) [Integer, not nullable, default 1, constraint: must be from 1 through 100] Similar to VR QA Sampling Interval except for PVR purposes rather than QA purpose. One VR claim is selected for PVR purposes for every VR PVR Sampling Interval number of VR claims.

PRPVALRS_POSN_NUM, VR PVR Sampling Window Position (Prepayment Validation Review Sample Position Number) [Integer, not nullable, default 1, constraint: must be a value from and including 0 through and including PRPVALRS_INTVL_NUM] Similar to VR QA Sampling Window Position except for PVR purposes rather than QA purposes. Indicates the position within the current VR PVR sampling window.

NRPVALRSL_LOC_NUM, Next VR PVR Sample Selection Location (Next Prepayment Validation Review Selection Location Number) [Integer, not nullable, default 1, constraint: must be a value from and including 0 through and including PRPVALRS_INTVL_NUM] Similar to Next VR QA Selection Location Number except for PVR purposes rather than QA purposes. Indicates the next case that will be selected from a random sample within the current VR PVR sampling window.

PRPVALRS_SLTN_SW, VR PVR Sample Selected (Prepayment Validation Review Sample Selection Switch) [Char 1, not nullable, default N, must be Y or N] Similar to QA Sample Selection Switch except for PVR purposes rather than QA purposes. Indicates whether or not a sample has already been selected within the current VR PVR sampling window.

PRPVALRS_EXMR_SW, Use VR QA for Examiner QA (Prepayment Validation Review Sample Examiner Switch) [Char 1, not nullable, default N, must be Y or N] If this switch is true and if the current VR case is not selected for sampling using Examiner QA criteria, then if the current case is sampled for VR QA purposes that sample can also be counted for Examiner QA purposes, as long as the VR Examiner Sampling Interval is the same as or greater than the QA Sample Interval Number. If the Examiner selection is used for VR QA purposes if it meets these criteria, then QA Sample Selection Switch would be set Y. If QA Sample Examiner Switch is N, then only a VR QA random selections is used to satisfy a VR QA sample requirement.

LU_PIN [Char 6, not nullable, no default] LU_PIN is updated only when QA Sample Interval Number or PVR Sample Interval Number is changed.

LU_TS [Timestamp, not nullable, system default timestamp] LU_TS is updated only when QA Sample Interval Number or PVR Sample Interval Number is changed.

A history table HQREVFVR will be created and be maintained only through the use of a trigger. A change will be posted to the history table only if (a) a row is deleted or (b) if in the row the QA Sample Interval Number or PVR Sample Interval Number is updated. Additional fields in the history table will be: AUDT_TS, DELD_SW (default "N") and DELD_BY_PIN. There are no constraints of any kind on the history table other than on DELD_SW.

R: PCWOSS QRSMFVR, VR Examiner QA Random Sampling Selection Data Table

This table is used to record what percent of a VR examiner's claims should be randomly sampled, and manages the actual random selection process.

PIN, Personal Identification Number [Char 6, not nullable, no default, primary key, foreign key constraint: must be in PCWOSS.USR/PIN]

QASMP_INTVL_NUM, VR Examiner Sampling Interval (Quality Assurance Sample Interval Number) [Integer, not nullable, default 1, constraint: must be from 1 through 100] One VR claim is selected for review purposes for every VR Examiner Sampling Interval number of VR claims. For example, if the random sampling interval were 4, then 1 out of every four consecutive VR claims processed by the VR examiner would be randomly selected. 0 indicates no claims will be sampled, 1 indicates every claim will be sampled. 100 would indicate that one out of every 100 claims would be sampled. The VR Examiner Sampling Interval also determines the sample window size. A sample window would be a consecutive number of VR claims from which one claim would be selected at random. Once a sample is selected from within the sample window another sample is not selected until the next window is opened. The sample windows are fixed in size, but once a new sample window is entered which case within the window is selected is subject to a new random sample selection. For example, if the VR Examiner Sampling Interval were 4, then for each sequence of 4 VR claims one and only one would be selected at random for VR Examiner QA purposes, evenly divided between the 1st, 2nd, 3rd and 4th samples. For each sample window one and only one claim would be selected for the VR

examiner QA sample, but which claim within the window might be selected is a separate random selection for each successive sample window.

Whenever VR Examiner Sampling Interval is updated, all other dependent variables are reset as if the VR Examiner sampling window were being created for the first time: VR Examiner Sampling Window Position reset to 1, a new Next VR Examiner Sample Selection Location randomly picked within the new VR Examiner sample window size, and VR Examiner Sample Selected = “N” unless the first location within the sample window is selected (Next VR Examiner Sample Selection Location was = 1), in which case VR Examiner Sample Selected = “Y”.

QASMP_POSN_NUM, VR Examiner Sampling Window Position (Quality Assurance Sample Position Number) [Integer, not nullable, default 1, constraint: must be a value from and including 0 through and including QASMP_INTVL_NUM] Indicates the position within the current sampling window. This value is incremented by 1 for each VR claim, unless VR Examiner Sampling Window Position \geq VR Examiner Sampling Interval in which case VR Examiner Sampling Window Position is reset to 1 and not incremented by 1. Whenever the VR Examiner Sampling Window Position is set to 1 (whether initialized or reset), the Next VR Examiner Sample Selection Location is determined, and VR Examiner Sample Selected is reset to N unless the first claim in the new sample window was selected, in which case the VR Examiner Sample Selected will be set to Y.

NXQA_SLTN_LOC_NUM, Next VR Examiner Sample Selection Location (Next Quality Assurance Selection Location Number) [Integer, not nullable, default 1, constraint: must be a value from and including 0 through and including QASMP_INTVL_NUM] Indicates the next case that will be selected from a random sample within the current sampling window. When the VR Examiner Sampling Window Position value is incremented and the new value for the sampling position is equal the Next VR Examiner Sample Selection Location, that case will be the case selected for the random sample for the current sampling window. The value for Next VR Examiner Sample Selection Location is set as follows: At program initiation SecureRandom is used once to create a unique random number (type long) to use as a seed value the random number generator. SecureRandom is not used again until the program is reinitialized. The seed number is used to initialize a subclassed java.util.random whose algorithm is provided elsewhere. Whenever a new sampling window is entered (VR Examiner Sampling Window Position is set to 1), a new value is requested from random using nextInt(value) where value is VR Examiner Sampling Interval. One is added to the result and this becomes the new VR Examiner Sample Selection Location, identifying which case in the new sample window will be selected for the random sample.

QASMP_SLTN_SW, VR Examiner Sample Selected (Quality Assurance Sample Selection Switch) [Char 1, not nullable, default N, must be Y or N] Indicates whether or not a sample has yet been selected within the current window. The value for “VR Examiner Sample Selected” is set to “N” when a new sample window is opened, and is set to “Y” once a sample is selected within the window. Once a sample has been selected in one sampling window, another claim is not selected until a new sampling window is entered. A new sampling window is entered only when VR Examiner Sampling Window Position is set to 1. If VR Examiner Sample Selected = “Y”, the only activity required is to increment VR Examiner Sampling Window Position by 1

unless VR Examiner Sampling Window Position already = VR Examiner Sampling Interval. In that later case the VR Examiner Sampling Window Position is reset to 1, and a new Next Examiner Sample Selection Location is determined. If the new Next Examiner Sample Selection Location also = 1, then VR Examiner Sample Selected is set “Y”, else VR Examiner Sample Selected is set “N”.

If a claim is selected as a sample on grounds other than random sample for a VR examiner, if the claim was adjudicated by that examiner it will be counted as the sample case for that examiner’s then current sample window.

QA_EXMR_USE_CD, Use VR QA for Examiner QA (Quality Assurance Examiner Use Code) [Char 1, not nullable, default S, must be N, S or Y] When a case is not selected for a sample for Examiner QA purposes, but the case is selected for VR QA purposes, the case may still be used for Examiner QA purposes depending on the value of this code:

N: If not specifically selected for Examiner QA, do not include a simultaneous VR QA selection.

S: If not specifically selected for Examiner QA but simultaneously selected for VR QA, include the VR QA case as an Examiner case as well as long as the VR QA Sampling Interval is equal to or longer than the VR Examiner Sampling Interval.

Y: Consider the case selected for Examiner QA if also selected for VR QA.

If a VR QA selection causes the case to also be considered for Examiner QA purposes, then set VR Examiner Sample Selected = Y.

LU_PIN [Char 6, not nullable, no default] LU_PIN is updated only when QA Sample Interval Number or PVR Sample Interval Number is changed.

LU_TS [Timestamp, not nullable, system default timestamp] LU_TS is updated only when QA Sample Interval Number or PVR Sample Interval Number is changed.

A history table HQRSPFVR will be created and be maintained only through the use of a trigger. A change will be posted to the history table only if a row is deleted or if in the row the QA Sample Interval Number is updated. Additional fields in the history table will be: AUDT_TS, DELD_SW (default “N”) and DEL_BY_PIN. There are no constraints of any kind on the history table other than on DELD_SW.

R: PCWOSS QREABSVR, SVR Assignment by Examiner Table

Used to assign claims to a particular Examiner based on the SVRs assigned to the Examiner.

Primary key: ST_VR_ABBR_CD + PIN

ST_VR_ABBR_CD, State Vocational Rehabilitation Abbreviation Code [Char 4, not nullable, no default, foreign key constraint into VRSTABDA] The abbreviation for the state that will be assigned to this Examiner.

PIN: [Char 6, not nullable, no default, foreign key constraint: must exist as PIN in PCWOSS.USR] The PIN of a VR Examiner to whom this State VR should be assigned.

T: Add: **LAST_CSASGNT_TS**, Last Case Assignment Timestamp [timestamp, nullable, default null] The most recent assignment of a case to this examiner identified in PIN to the state identified in ST_VR_ABBR_CD.

LU_PIN, LU_TS (system default timestamp)

T: Create history table HQREABSV (will be updated by DB2 Triggers).

In the history table add these additional history only fields: DELD_SW (must be Y or N, default N), AUDT_TS (not nullable, system default) and AUDT_PIN (not nullable, default spaces).

There are no constraints of any kind on the history table other than on DELD_SW.

R: PCWOSS QREABSSN, SSN Assignment by Examiner Table

Used to assign claims to a particular Examiner based on the terminal digits assigned to the Examiner.

TRML_DGT_STRT_NUM, Terminal Digits Range Begins (Terminal Digit Start Number): [Char 2, not nullable, no default, primary key, must be a value from “00” through “99”] The begin of a terminal digit assignment for a particular examiner. Multiple ranges can be assigned to the same examiner.

TRML_DGT_END_NUM, Terminal Digits Range Ends (Terminal Digit End Number): [Char 2, not nullable, no default, must be a value from “00” through “99”, cannot be less than TRML_DGT_STRT_NUM in same row] The end of a terminal digit assignment for a particular examiner.

PIN: [Char 6, not nullable, no default, foreign key constraint: must exist as PIN in PCWOSS.USR] The PIN of a VR Examiner to whom these terminal digits should be assigned.

LU_PIN, LU_TS (system default timestamp)

T: Create history table HQREABSN (will be updated by DB2 Triggers).

In the history table add these additional history only fields: DELD_SW (must be Y or N, default N), AUDT_TS (not nullable, system default) and AUDT_PIN (not nullable, default spaces).

There are no constraints of any kind on the history table other than on DELD_SW.

R: PCWOSS VRACTCAT, VR Payment Action Category Code Reference Table

(currently used in PCWOSS.VRPMACCD)

VR_ACTN_CTGY_CD [Char 1, not nullable, no default, primary key] A once position code which described the general effect of the associated VR Payment Action Code and is one of the following:

F: Favorable
 U: Unfavorable
 P: Partially favorable
 N: No decision made

VR_ACTN_CTGY_DESC, VR Action Category Code Description [Char 30, not nullable, no default]

LU_PIN, LU_TS (system default timestamp)

S: PCWOSS VRHCLAIM, Main VRRMS Claim Table

{XML} indicates data elements for which a DTD will also be created for single case data import through either VRRMS or the EN Portal.

Submittal data from SSA-199 and SVR other SVR provided meta-data:

Primary key: COSSN + VR_CLM_SNUM

COSSN [Char 9, not nullable, no default] Required, the own SSN of the SSA beneficiary for whom VR services were rendered. This value may be corrected by SSA. Data first entered in this field is duplicated to SVR COSSN where it remains unchanged. On SSA-199.

VR_CLM_SNUM, Claim UID [Integer, not nullable, no default] A systems assigned UID unique to this individual VR claim submittal for this COSSN. This value will be reassigned if the initially reported beneficiary's own SSN was incorrect.

VR_COSSN, SVR COSSN {XML} [Char 9, not nullable, no default] The own SSN of the SSA beneficiary for whom VR services were rendered, as submitted by the SVR. This value is for documentation purposes and is not changed even in the case of an erroneous COSSN submitted by the EN. Not otherwise used other than to keep track of the COSSN at the time of submission.

ST_VR_ABBR_CD {XML} [Char 4, not nullable, no default, **alternate key**, foreign key constraint: must be in VRSTABDA] Required, the SVR making this VR claim. This value may be corrected by SSA. In the EN Portal this value is assigned based on the UserID. In iTOPSS it is selected by the SSA Examiner. On SSA-199.

VR_OFC_IDFR, SVR Office Identifier {XML} [VarChar 50, not nullable, system default (empty)] Optional SVR internal office or location identifier. When SSA requests information from or provides information to the SVR this item will be returned if it is present. Not otherwise used. Normally only provided at the EN Portal.

VR_CID, SVR Client ID {XML} [VarChar 50, not nullable, system default (empty)] Optional internal client reference number the SVR uses for this beneficiary. When SSA requests information from or provides information to the SVR this item will be returned if it is present. Not otherwise used. Normally only provided at the EN Portal.

VR_CASE_IDFR, SVR Internal Case Identifier {XML} [VarChar 50, not nullable, system default (empty)] Optional internal SVR case identifier for this particular SVR case. When SSA requests information from or provides information to the SVR this item will be returned if it is present. Not otherwise used. Normally only provided at the EN Portal.

VR_CLM_REF_TXT, SVR Claim Reference Information {XML} [VarChar 100, not nullable, system default (empty)] Optional information the SVR may wish to include to reference this particular claim filed with SSA. This could be a claim number or any similar item. When SSA requests information from or provides information to the SVR this item will be returned if it is present. Not otherwise used. Normally only provided at the EN Portal.

VR_INVC_NUM, SVR Invoice Number [{XML}VarChar 100, not nullable, system default (empty)] An optional SVR provided invoice number. When SSA provides information to the SVR about payments, this number will be provided to the SVR along with the SVR Claim Reference Information. Not otherwise used. Normally only provided at the EN Portal.

VR_CNTCT_NM, SVR Contact Name {XML} [VarChar 60, not nullable, system default (empty)] Required, the name of an SVR contact who can answer questions about this claim. Can be updated by SSA.

T: Change: VR_CNTCT_NM default to system default (empty).

VR_CNTCT_PHN_TXT, SVR Contact Telephone {XML} [VarChar 30, not nullable, system default (empty)] Required, the telephone number of an SVR contact for any questions concerning this claim. The field can include an extension, hours of availability, or any other useful contact information. Can be updated by SSA.

T: Change: VR_CNTCT_PHN_TXT default to system default (empty).

VR_AUTHN_SGNNR_NM, SVR Authorizing Official Signature {XML} [VarChar 60, not nullable, no default] The mandatory name of the SVR official who is certifying that the information submitted is accurate and complete, and who is in an officially recognized capacity is submitting this claim for reimbursement from SSA. Not otherwise used. On SSA-199.

VR_AUTHN_TITLE_TXT, SVR Authorizing Official Title {XML} [VarChar 60, not nullable, no default] The mandatory official title of the SVR Authorizing Official. Not otherwise used. On SSA-199.

VR_AUTHN_DT, SVR Authorization Date {XML} [Date, not nullable, no default] The mandatory date on which the SVR Authorizing Official authorized this claim. Not otherwise used. On SSA-199.

VR_SENT_DT, SVR Date sent to SSA {XML} [Date, not nullable, no default] The date the SVR reports sending the VR claim to SSA. Not otherwise used except for statistical purposes.

SRV_TYP_CD, Service Code Type {XML} [Char 1, not nullable, default "R", must be "S" or "R"] Indicates whether direct cost codes using in submitting direct costs are RSA cost codes or SSA cost codes.

R: RSA codes

S: SSA codes

VR_RMKS_TXT, SVR Remarks {XML} [VarChar 4046, not nullable, system default (empty)] Optional additional remarks provided by the SVR. Not updated by SSA and may be used for supplemental claim information. On SSA-199.

VR_DLSGA_RMKS_TXT, SVR Remarks for delayed SGA {XML} [VarChar 4046, not nullable, system default (empty)] Required and system enforced where the SSA determined "First Month of Continuous SGA" is more than one year after the "Date of Final VR Closure". In this case the SVR must furnish a description of the services provided and an explanation of how the individual's continuous period of SGA could not have occurred without the VR services

provided, initiated or coordinated by the VR. SSA can cut and paste an explanation to this field after-the-fact. Part of remarks on SSA-199.

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From SSA-199, SVR provided claim data:

CLNT_FNM, Client First Name [Char 15, not nullable, no default] Required, can be updated by SSA. Copied to SVR Client First Name where it remains unchanged. Item 1 on SSA-199.

CLNT_MNM, Client Middle Name [Char 15, not nullable, default spaces] Optional, can be updated by SSA. Item 1 on SSA-199.

CLNT_LNM, Client Last Name [Char 20, not nullable, no default] Required, can be updated by SSA. Copied to SVR Client First Name where it remains unchanged. Item 1 on SSA-199.

CLNT_SFNM, Client Suffix [Char 4, not nullable, default spaces] Optional, can be updated by SSA. Item 1 on SSA-199.

Client name tests: Any letter (upper or lower case), numbers, spaces, dashes, single quotes. Must begin with a letter, cannot have two or more dashes in a row, cannot have two or more single quotes in a row, last letter that is not a space cannot be a dash or a single quote.

VR_CLNT_FNM, SVR Client First Name [Char 15, not nullable, no default] The client first name as initially provide by the SVR as “Client First Name”, and not updated by SSA or otherwise used except for possible display or audit purposes.

VR_CLNT_LNM, SVR Client Last Name [Char 20, not nullable, no default] The client last name as initially provide by the SVR as “Client Last Name”, and not updated by SSA or otherwise used except for possible display or audit purposes.

VR_CLMBSS_CD, SVR Claim Basis {XML} [Char 1, not nullable, no default, must be in new reference table VRCLMBAS] Required, indicates the basis for which this VR claim is being made as initially reported by the SVR, and not further updated by SSA. On SSA-199. One of:

- S: Continuous Period of SGA
- 3: Medical Recovery during VR (301)

VRCLMPHZ_CD, SVR Claim Phase {XML} [Char 1, not nullable, no default, must be in new reference table VRCLMPHA] Required, indicates the request phase for this particular VR claim as initially reported by the SVR, and not further updated by SSA. On SSA-199. One of:

- 1: Initial Claim
- 2: Resubmittal (Prior claim denied, basis for the denial no longer exist)
- 3: Supplemental (Prior claim allowed, additional expenses or other expenses being claimed)
- 4: Subsequent Period (New period of VR on same SSA period of disability entitlement)
- 5: Reconsideration (Prior claim denied, SVR disagrees)

VR_T16_SW, SVR SSI Involved {XML} [Char 1, not nullable, default N, must be Y or N] Required, the VR indicator whether or not the client was eligible for SSI during the payment period. This field only records the VR statement and is not otherwise used except for possible display purposes. Item 2 on SSA-199.

VR_T2_CLM_NUM, SVR CLMSSN, T2 Claim Number {XML} [Char 9, not nullable, default spaces] If the beneficiary receives T2 benefits, the T2 claim account number. This field only records the VR statement and is not otherwise used except for possible display purposes. Item 2 on SSA-199.

VR_T2_BIC, SVR CLMBIC, T2 Claim BIC {XML} [Char 3, not nullable, default spaces] Required only if CLMSSN is present, the BIC associated with that CLMSSN. This field only records the VR statement and is not otherwise used except for possible display purposes. Item 2 on SSA-199.

VR_STYBLNDS_SW, SVR Statutorily Blind {XML} [Char 1, not nullable, default N, must be Y or N] Required, the VR indicator whether or not the client is statutorily blind. This field only records the VR statement and is not otherwise used except for possible display purposes. Item 4 on SSA-199.

VR_CLNT_ENTRY_DT, Date Client Entered VR {XML} [Date, not nullable, no default] Required, the date the client entered the VR by signing an application for services or by receiving intake and assessment services. If a day is not available then "01" will be used. Not updated by SSA except to correct an SVR reporting error. Item 5a on SSA-199.

IPE_SGN_DT, Date Signed IPE {XML} [Date, not nullable, no default] Required, the date the client and VR agency signed the Individual Plan for Employment (IPE). Not updated by SSA except to correct an SVR reporting error. Item 5b on SSA-199.

CLNT_EMPT_STDT, Date Employment Began {XML} [Date, nullable, default null] The date the client began to work. Required for SGA cases but not 301 cases. Not updated by SSA except to correct an SVR reporting error. Item 6 on SSA-199.

VR_FNL_CLOSUR_DT, Date of Final VR Closure {XML} [Date, not nullable, no default] Required, the date the VR determines the client's participation in the VR program has ended, which should not be later than the ninth continuous month of SGA. If a day is not available the last day of the month will be used. Not updated by SSA except to correct an SVR reporting error. Item 7 on SSA-199.

[Item 8 on SSA-199: Tracking Months claimed, if any, are included in the new Months Used for SGA Purposes Table]

MED_SRVS_PRVDD_IND, Medical Services Provided {XML} [Char 1, not nullable, default U, must be U, Y or N] Indicates whether or not medical services were provided, initiated or coordinated under the IWP. Value must be Y or N for an SGA case, can be Y, N or U for 301 case. Not updated by SSA except to correct an SVR reporting error. Item 9 on SSA-199.

VROCC_CD, Beneficiary Occupation {XML} [Char 3, not nullable, no default, foreign key constraint: must exist as VROCC_CD in PCWOSS.VROCCCD] Required, the VR Occupational Code for the beneficiary. Not updated by SSA except to correct an SVR reporting error. Item 16 on SSA-199.

Examples:

025 Meteorology

029 Mathematics and Physical Sciences/ N.E.C.

030 Systems Analysis and Programming

031 Data Communications and Networks

032 Computer System User Support

033 Computer Systems Technical Support

039 Computer-related Occupations/ N.E.C.

040 Agricultural Sciences

041 Biological Sciences

{Item 10 on SSA-199, “Extended evaluation services”, is no longer used.}

DIRCT_CCAMT, Direct Costs Claimed {XML} [Decimal 9,2, not nullable, no default, cannot be negative] Required, the total of actual direct costs claimed by the SVR and for which reimbursement is being requested. This amount is used for claim documentation only and is not used for payment purposes or updated by SSA. Item 11 on SSA-199.

ACPL_CCAMT, ACP Costs Claimed During VR {XML} [Decimal 9,2, not nullable, no default, cannot be negative] Required, Administrative, Counseling and Placement (ACP) costs claimed by the SVR. This is usually a flat rate payable for each month from the “Date Client Entered VR” through the SVR provided “Date of Final VR Closure”. This amount is used for claim documentation only and is not used for payment purposes or updated by SSA. Item 12 on SSA-199.

AVRCLSR_TRKG_CCAMT, Tracking Costs Claimed After VR {XML} [Decimal 9,2, not nullable, no default, cannot be negative] Required, Administrative costs (only) for tracking a VR case after closure by the SVR Always 0 for 301 cases. This is a flat rate payable for each month of continuous SGA. This amount is used for claim documentation only and is not used for payment purposes or updated by SSA. Item 13 on SSA-199.

OTH_CCAMT, Other Costs Claimed {XML} [Decimal 9,2, not nullable, no default, cannot be negative] Required, the total of other actual direct costs claimed by the SVR and normally incurred after the VR provided “Date of Final VR Closure” and through the last month of benefit payment (also called the post-employment period). This amount is used for claim documentation only and is not used for payment purposes or updated by SSA item 14 on SSA-199.

TOT_CCAMT, Total Costs Claimed {XML} [Decimal 9,2, not nullable, no default, must be > 0] Required, total costs claimed by the SVR as the sum of Direct Costs Claimed, ACP Costs Claimed During VR, Tracking Costs Claims After VR and Other Costs Claimed. This amount is used for claim documentation only and is not used for payment purposes or updated by SSA. Item 15 on SSA-199.

[Item 17 (reverse): Direct and other costs claimed, if any, are entered in the new Direct Costs Claimed Table]

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SSA generated meta-data:

CLM_IMPRTD_SW, Conversion case switch [Char 1, not nullable, default N, must be Y or N] Indicates that this case was converted from the Oracle database for the previous version of VRRMS.

CLM_PEND_SW, Pending case switch [Char 1, not nullable, default N, must be Y or N, **alternate index**] Indicates whether this still requires action or the case is complete.

WRKCS_UID [Integer, nullable, default null] The iTOPSS work case UID assigned to this case. Conversion cases will have this UID set to null. When a work case UID is assigned it is never changed, even if the SSN or other primary key information is corrected.

DISB_CLM_ITER_NUM, Disability claim iteration number [SmallInt, nullable, default null] Identifies a unique period of SSA disability benefit entitlement. VR claims filed for different periods of unique SSA disability benefit entitlement are each subject to their own SSA disability lifetime benefit maximum calculations. VR claims filed for the same period of unique SSA disability benefit entitlement are combined for the purpose of being subject to the same SSA disability lifetime benefit maximum calculation.

VR_PRD_ITER_NUM, VR period iteration number [SmallInt, nullable, default null] Identifies a unique period of separate provision of VR services for a single period of SSA disability benefit entitlement. Each such separate period has its own separate benefit contribution period, but all VR claims filed for the same period of unique SSA disability benefit entitlement are combined for the purpose of being subject to the same SSA disability lifetime benefit maximum calculation.

VR_ITER_NUM, Claim iteration number [SmallInt, nullable, default null] Indicates the iteration of claim filed for the same VR period. Each filing for the same VR period, whether initial, resubmittal, reconsideration or supplemental receives its own claim iteration number. Any such claim iteration with a favorable determination is combined with all favorable claim iterations for the same VR period for determining the unified VR benefit payable for that one VR period iteration.

SSA_RCPDT, SSA Receipt Date [Date, not nullable, default current system date] Required, the date on which SSA received this claim. If SSA enters this case into an SSA system this is the date the claim was physically received and not the date the case was entered into VRRMS. INSRT_TS is the actual case creation date. The SSA Receipt Date and INSRT_TS will be the same for all VR claims provided at the EN Portal.

T: Change: SSA_RCPDT default to current system date.

TKTASM_CD, Service Channel [Char 1, not nullable, default “U”, must be a value in PCWOSS.TKTASM_CD] required, indicates the method by which the VR case was established. Examples are: E = EN Portal Direct Key, F = EN file via SSA EN Portal, G = EN file via iTOPSS, I = iTOPSS Direct Key, U = Unknown. This value is not keyed but is system derived based upon the means of data entry.

CLMBSS_CD, Claim Basis [Char 1, not nullable, no default, must be in new reference table VRCLMBAS] Required, indicates the basis for which this VR claim is being made. This value is seeded by “SVR Claim Basis” and is the Claim Basis used for the duration of this case. One of:

- S: Continuous Period of SGA
- 3: Medical Recovery during VR (301)

CLMPHZ_CD, Claim Phase [Char 1, not nullable, no default, must be in new reference table VRCLMPHA] Required, indicates the request phase for this particular VR claim. This value is seeded by “SVR Claim Phase” and is the Claim Phase used for the duration of this case. One of

- 1: Initial Claim
- 2: Resubmittal (Prior claim denied, basis for the denial no longer exist)
- 3: Supplemental (Prior claim allowed, additional expenses or other expenses being claimed)
- 4: Subsequent Period (New period of VR on same SSA period of disability entitlement)
- 5: Reconsideration (Prior claim denied, SVR disagrees)

VR_PMT_ACTN_CD, VR Payment Action Code [Char 3, not nullable, default “000”, must exist in PCWOSS.VRPMACCD] Required, the three position decision code which reflects SSA’s disposition of this VR claim. “000” indicates that no decision of any kind has ever been made for this case. “VVV” is a special case which indicates that a prior decision has been voided and undone and the case must be adjudicated again.

DCN_PIN, Disposition PIN [Char 6, not nullable, default spaces] The PIN of the person who disposed of this VR claim by setting an allowable VR_PMT_ACT_CTGY_CD other than “000”. This PIN is provided by the system. This disposition might not result in an immediate decision if the claim was selected for QA, or the claim was an award that exceeded a certain dollar threshold and required a manager’s approval.

DCN_TS, Disposition Timestamp [Timestamp, nullable, default null] The timestamp on which the last decision was made for this VR Claim. This timestamp is provided by the system.

PMT_PIN, Payment PIN [Char 6, not nullable, default spaces] The PIN of the person who last forwarded this claim to the VRRMS payment file. When there are issues with SSOARS or QA or award reviews the disposition and payment information may differ. This PIN is provided by the system.

PMT_TS, Payment Timestamp [Timestamp, nullable, default null] The timestamp on which this allowed claim was sent to the VRRMS payment file. This timestamp is provided by the system.

PMT_SEQ_NUM, Payment Sequence Number [SmallInt, nullable, default null] The system assigned payment sequence number for the most recent payment request sent to the VRRMS payment file for this claim.

VR301_ALWC_DCN_DT, 301 Allowance Decision Date: [Date, nullable, default null] The date on which ODO made a determination that this beneficiary was properly in the VR 301 program. A 301 claim cannot be paid without this date (Claim Basis = “3”). A 301 claim can be denied without this date. This date can be entered manually, and may be the result of a systems lookup with the ODO 301 control system.

VR301_NTCDT, 301 Notice Date: [Date, nullable, default null] The date on which SSA sent a written notice to the SVR to file a VR claim using 301 as the basis for the claim. This date is used to determine if a 301 claim was filed timely. A 301 notice is not sent for every 301 case. An entry can be made only for a 301 case (Claim Basis = “3”). This date can be entered manually, and may be the result of a systems lookup with the ODO 301 control system. A 301 is considered filed late if a 301 Notice was sent, and the claimed is filed more than 90 days after the later of the 301 Notice Date or the end of the month of SVR provided “Date of Final VR Closure”

DRYDT, Diary Date [Date, nullable, default null] The date for which this VR claim has been diared by an SSA Examiner. A claim cannot be adjudicated unless Diary Date is null. Diaries are set only for the purpose of requesting additional information from the SVR submitting the claim.

LATE_FLG_ISU_CD, Late Filing Issue: [Char 1, not nullable, default “N”, must be a value in new reference table LTFLGISU] System provided based upon the conditions listed. If the listed Filing Reason <> “N”, then “Good Cause for Late Filing” must be completed.

N: Late Filing not an issue

1: Good Cause needed: 301 claim, 301 notice sent, claim filed more than 90 days after later of notice sent date or end of month of date of final VR closure

2: Good Cause needed: 301 claim, 301 notice not sent, claim filed more than 12 whole months after date of final VR closure

3: Good Cause needed: SGA claim, claim filed more than 12 whole months after last month of continuous SGA

LATE_FLG_DETNTXT, Good Cause for Late Filing Finding [VarChar 4046, not nullable, system default (empty)] If “Late Filing Issue” <> “N”, then some text is required here before a payment can be made. No entry is required if the claim is denied. Not available for input if “Late Filing Situation” = “N”. Good Cause for late filing cannot be established unless there is some entry in this field. This may justify either a finding that good cause is met, or that good cause is not met. A VR claim is file late if: (1) it is a 301 claim, a 301 Notice was sent, and the claimed is filed more than 90 days after the later of the 301 Notice Date or the end of the month of SVR provided “Date of Final VR Closure”, or (2) it is a 301 claim, a 301 Notice was not sent, and the claim is filed more than 12 whole calendar months after the SVR provided “Date of Final VR Closure”, or (3) it is an SGA claim filed more than 12 whole calendar months after the SSA determined “Last Month of Continuous SGA”.

LATE_FLG_DET_N_IND, Good Cause for Late Filing Determination: [Char 1, not nullable, system default (space)] Indicates whether or not good cause for late filing has been established, and is available for input only if “Late Filing Situation” <> “N”. If “Late Filing Issue” <> “N”, an entry in Late Filing Determination is required for any payment, but is not required for a denial. “Y” cannot be entered unless some text has already been entered in “Good Cause for Late Filing Determination”. A case with an N must be denied, but not necessarily for late filing. A case with a Y can be paid but can still be denied but not for late filing.

Space: Late Filing is not an issue, or Late Filing is an issue but no Good Cause determination has been made

N: Late filing an issue and Good Cause not established, claim cannot be paid

Y: Late filing an issue and Good Cause established

PVR_SLTN_DT, PVR Selection Date [Date, nullable, default null] The date on which this case was selected for Pre-validation Review (PVR). PVR selection is a systems activity. This date will be null if the claim was not selected for PVR.

QA_SLTN_DT, QA selection date [Date, nullable, default null] The date on which this case was selected for QA review. QA selection is a systems activity. This date will be null if the claim was not selected for QA.

QA_SLCTRS_CD, QA selection reason [Char 1, not nullable, system default (space), must be in a new reference table Must be in new reference table QASLCTRS] The system generated basis for the QA selection for this case, one of:

Space: Not selected for QA.

V: System selection based on VR

E: System selection based on Examiner

F: System selection based on Examiner also satisfying VR selection

M: Manual selection

QA_LAST_ACTN_CD, Last QA Return Status [Char 1, not nullable, system default (space), must be in new reference table QALSTACT] Summarizes the routing that resulted from the completion of the most recent QA review action, if any. Must be selected by the reviewer to close out the review action.

Space: No QA involvement

A: Adjudicated by reviewer, no defects

B: Adjudicated by reviewer, defects found

N: Returned by reviewer without defects

D: Returned by reviewer with defects for cure and clearance

R: Returned by reviewer with defects for cure and re-review

QA_UID: [Integer, nullable, default null, referential integrity to PCWOSS.QAEVNT] An optional QA work case in PCWOSS.QAEVNT which documents the QA activity for this claim.

MAPRVL_REQD_SW, Manager approval required switch [Char 1, not nullable, default N, must be Y or N] Indicates that this case is a large award requiring management approval. This is a step in addition to any QA activity and occurs after any QA activity is complete.

MGR_LAST_ACTN_PIN, Manager PIN [Char 6, not nullable, default spaces] The PIN of the manager reviewing this claim when the dollar amount of the award reaches a certain threshold. This PIN is provided by the system.

MGR_LAST_ACTN_TS, Manager Timestamp [Timestamp, nullable, default null] The timestamp when the manager reviewed this claim because an award reached a certain dollar threshold. This timestamp is provided by the system.

MGRQA_LAST_ACTN_CD, Last Manager Decision [Char 1, not nullable, system default (space), must be in new QA return reference table QALSTACT] Identifies the outcome of the most recent Manager Approval.

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Entitlement Information:

Summary Disability Entitlement Data:

ENTLT_CD, Entitlement Code: [Char 2, not nullable, default spaces, one of “2”, “C”, “16”, spaces (space after 2 and C)] Indicates the overall entitlement established for the SSA beneficiary for this VR claim. This code is used to determine what accounting information will be sent to SSOARS for charging this VR payment. The code may be either system derived or manually entered. An award cannot be made unless the value is one of: “2”, “C” or “16”.

TRSTFND_CD, Trust Fund Code: [Char 1, not nullable, default space, one of “R” or “D” or space] Required if “Entitlement Code” is “2” or “C”. The trust fund to which any VR payments for T2 purposes should be charged, either RSI or DI. This code is used to determine what accounting information will be sent to SSOARS for charging this VR payment. The code may be either system derived or manually entered.

CRNT_ENTLT_DT, DOEC Date of Current Entitlement: [Date, nullable, default null] The date of entitlement to disability used for this VR claim to distinguish this period of entitlement to disability from other periods of entitlement to disability. This is used to prevent duplicate payments and to ensure that all Prior Payout amounts have been considered when relevant to the current VR claim. If the ENTLT_CD is “2” or “C” this is normally a T2 entitlement date.

DOB [Date, nullable default null] Required prior to payment amount determination. PDCF.CLNT/T2_DOB if ENTLT_CD is “C” or “2”, else PDCF.CLNT/T16_DOB. Appropriate DEC query DOBs can also be used.. System provided but can be over-keyed.

SEX_CD, Gender [Char 1, not nullable, default space, must be one of space, M, F, or U] Must be M or F prior to payment amount determination. Use appropriate DEC queries. System provided but can be over-keyed.

STYBLNDS_SW, Statutory Blindness Switch [Char 1, not nullable, default N, must be Y or N] Indicates whether or not the beneficiary is statutorily blind and therefore subject to the different blind SGA amounts. “SVR Statutorily Blind” as entered by the VR is propagated to this

field, but changes are made by SSA only to this field and not the field initially provided by the SVR. May also be system provided.

INSRT_PIN, INSRT_TS (system default timestamp), **LU_PIN, LU_TS** (system default timestamp)

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Payment Period Determination: (also referred to as the “Gross Payment Period”) The SSA Examiner is expected to select and set each of the following variables. Some may be prefilled with system obtained information but Examiner validation is required. All are required to be present for payment.

PMT_PRD_CLMSSN, Payment Period Claim Account Number: [Char 9, not nullable, default spaces] The T2 or T16 claim number used by SSA to determine the VR Payment Period. Even if multiple entitlement is involved, only one account is selected to determine the Payment Period, usually but not necessarily the one account with the longest period of entitlement when overlapped with the period of VR. This must be one of the up to three prior claim numbers associated with this claim.

PMT_PRD_CLM_BIC, Payment Period Claim Account BIC: [Char 3, not nullable, default spaces] If the Payment period Claim Account Number is T2, the T2 BIC used by SSA to determine the VR Payment Period. This must be the BIC that has already been associated earlier with the account selected for the Payment Period Claim Account Number:

PMT_PRD_STDT, Payment Period Begin Date: [Date, nullable, default null] Identifies the date selected by SSA as the starting date for the payment period. The Payment Period Begin Date and Basis for Payment Period Begin Date must match the DOO/DOEC already provided for Disability Entitlement Details for the Payment Period Claim Account Number.

PMT_PRD_SDTB_CD, Basis for Payment Period Begin Date: [Char 1, not nullable, default space, must be in a new reference table PPSTDTBS] Identifies the basis for the selection of the Payment Period Begin Date, one of:

Space: Not selected yet

2: T2 first day of waiting period (If DAC <> F or X, then the 1st of the month after the DOO, unless DOO is the 1st day of the month in which case the DOO is used as-is, not to be used for EXR cases)

F: T2 first day of eligibility, no waiting period (If DAC = F or X, DOEC)

6: T16 first day of eligibility (S1-ELG-RD-D6)

PMT_PRD_ENDT, Payment Period End Date: [Date, nullable, default null] Identifies the date selected by SSA as the ending date for the payment period. The Payment Period End Date and Basis for Payment Period End Date must match the DOST already provided for Disability Entitlement Details for the Payment Period Claim Account Number.

PMT_PRD_EDTB_CD, Basis for Payment Period End Date: [Char 1, not nullable, default space, should be in a new reference table PPENDTBS] Identifies the basis for the selection of

the Payment Period End Date, the earlier of a benefit termination date or the last day of the “Last Month of Continuous SGA”, one of:

Space: Not selected yet

2: T2 Last day of last month of entitlement (month before DOST)

L: Last day of the “Last Month of Continuous SGA” (SGA cases only)

6: T16 Last day of last month of entitlement (the month before the termination month)

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Period of Continuous SGA (applies only to SGA cases):

Months of SGA are identified in the “Months Used for SGA” table. Also known as the “Gross Payment Period.”

CONTS_SGA_MNTH1_DT, First Month of Continuous SGA: [Date, nullable, default null]

The first month of the required continuous period of SGA established by SSA. The day of the month is not material and is always “01”. The entire period of continuous SGA cannot exceed 12 months. Applies only to SGA cases. This date may be systems computed but can be over keyed by the Examiner. Edit criteria are: Payment Period must already be established, the number of months from the First Month through the Last Month cannot exceed twelve calendar months including both the first and last months, and there must be nine months of SGA already identified in the “Months Used for SGA” table got the period defined by First Month through last Month.

CONTS_SGA_LAST_MDT, Last Month of Continuous SGA: [Date, nullable, default null]

The last month of the required continuous period of SGA established by SSA that occurs during the Payment Period. The day of the month is not material and is always “01”. Applies only to SGA cases. The entire period of continuous SGA must include 9 months of SGA that cannot be spread over a more than 12 calendar month contiguous period. See “First Month” for edit criteria. In addition Last Month must be later than First Month, and Last Month must be a past month. A claim based on a continuous period of SGA is supposed to be filed within the 12 months after the Last Month of Continuous SGA.

VR_SGA_CPRD_TYP_CD , SGA Period Type: [Char 2, not nullable, default spaces, foreign key constraint: must exist in PCWOSS.VRSGACCD] Indicates the basis for the establishment of this period of continuous SGA. Applies only to SGA cases. System derived basedf on the selection of First and Last Month of continuous SGA. Must be one of:

Spaces: Not determined (to be added to the reference table)

NN: Period of continuous SGA could not be established. (If an SGA case this must be a denial.) (to be added to the reference table)

09: 9 consecutive months of SGA (update to reference table needed)

10: 9 months of SGA within 10 consecutive months, break for any reason

12: 9 months of SGA within 12 consecutive months, break reasons unrelated to impairment and outside beneficiary control

If this field is set to a value other than “12” then the following field is automatically cleared.

SGABRK_OSBCTL_IND, Break Outside Beneficiary Control Determination [Char 1, not nullable, default space, must be space, Y or N] When the 9 months of SGA occurred over 12

consecutive months this field indicates whether or not the Examiner found that the breaks were unrelated to the impairment and outside of the beneficiary control. If VR_SGA_CPRD_TYP_CD is “12” then this field must be “Y” in order for a claim to be awarded. This field is available for input only if VR_SGA_CPRD_TYP_CD.

SGA_EVALDTN_CD, VR Closure to First SGA Period Determination: [Char 1, not nullable, default space, must be a value in a new reference table SGAEVDCD] The VR claim must result in the beginning of a continuous period of SGA within 12 months of VR closure, otherwise an explanation is required for a longer delay. Applies only to SGA cases. If “1” applies it will be set by the system and cannot be changed. If “1” does not apply, the Determination will be a space and before a payment can be made the Examiner must choose a selection other than space or “1”. An award can be made only if the value is “T”, “V”, “M” or “N”. If “D” is selected the claim cannot be awarded. If the value is “T”, “V”, “M” or “N” there must be something in the field “SVR Remarks for Delayed SGA”.

Must be one of:

Space : Finding not yet made or not applicable

1: Began within one year of SVR provided “Date of Final VR Closure” (system derived, cannot be selected by user)

T: More than one year but preceded by transitional work activity

V: Not preceded by transitional work activity but continuous period could not have occurred without VR services.

M: Medical recovery before end of continuous period and VR medical services contributed to medical recovery (SSA-199 question 9 “Medical Services provided” under an IWRP must have been answered “Yes”.)

N: Medical recovery before end of continuous period but recovery not expected by SSA and VR medical services did not contribute to medical recovery (Either no CDR scheduled or a MINE CDR scheduled).

D: No justification found for more than one year gap from VR Closure to first month of continuous SGA (claim must be a denial).

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Period of VR

Both dates must be available before an award can be made. Also known as the “Net Payment Period”.

VR_PRD_STDT, VR Period Begin Date: [Date, nullable, default null] System derived from the later of the SVR provided “Date Client Entered VR” or the SSA determined “Payment Period Begin Date”. Cannot be determined without both of these dates being available.

VR_PRD_ENDDT, VR Period End Date: [Date, nullable, default null] System derived from the earlier of the SVR provided “Date of Final VR Closure” or the SSA determined “Payment Period End Date”. If a 301 case both of these dates must be available before the VR End Date can be determined. Payment period end date by definition is also never later than the “Last month of continuous SGA”. If an SGA case this third date must also be available before VR End Date can be determined.

Post-employment Period

Both dates must be available before an award can be made.

POST_EMPT_PRD_ENDT, Post-employment Period End Date: [Date, nullable, default null] Systems derived. If the “Payment Period End Date” > “VR Period End Date”, then this value is the “Payment Period End Date”, else this value is null. Both “Payment Period End Date” and “VR Period End Date” must be available for the “Post-employment Period End Date” to be computed.

POST_EMPT_PRD_STDT, Post-employment Period Begin Date: [Date, nullable, default null] Systems derived as follows: If the “Post-employment Period End Date” is null then this value is also null, else this value is the day after the “VR Period End Date”.

Calculation of Savings to SSA:

Total VR payments for the current period of disability entitlement cannot exceed the expected payout of SSA disability benefits for the SSA beneficiary. VR payments are capped once the total VR payments for the current period of disability exceed the projected lifetime benefit payments for the SSA beneficiary plus administrative costs.

SVCALC_PIA, Savings PIA Used Amount: [Dec 7,2, nullable, default null] Required before payment if “Entitlement Code” is “C ” or “2 ”, not available for entry if “Entitlement Code” = “16”. The PIA used in calculating savings to SSA on account of benefit termination due to a successful VR claim. The amount paid for VR claims for any period of VR cannot exceed the estimated savings to SSA. This amount may be provided by VRRMS but can be overwritten by the Examiner. For SGA claims, the PIA used is the PIA in effect for the Last Month of Continuous SGA. For 301 claims, the PIA used is the PIA in effect at SVR provided “Date of Final VR Closure”.

SVCALCWCMP_OFS_AMT, Savings Workers’ Comp Used Amount: [Dec 7,2, nullable, default null] Optional, available for entry if “Entitlement Code” = “C ” or “2 ”, not available if Entitlement Code = “16”. If entered cannot exceed “Savings PIA Used Amount”. The workers’ compensation offset amount used in calculating savings to SSA on account of benefit termination due to a successful VR claim. Workers’ compensation offset is used to reduce the PIA. The amount paid for VR claims for any period of VR cannot exceed the estimated savings to SSA. This amount may be provided by VRRMS but can be overwritten by the Examiner. For SGA claims, the Workers’ Comp amount used is the amount in effect for the Last Month of Continuous SGA. For 301 claims, the Workers’ Comp amount used is the amount in effect at SVR provided “Date of Final VR Closure”.

SVCALC_T16_FEDBAMT, SSI FBA Used Amount: [Dec 7,2, nullable, default null] Required before payment if “Entitlement Code” is “C ” or “16”. The SSI federal benefit amount used in calculating savings to SSA on account of benefit termination due to a successful VR claim. The amount paid for VR claims for any period of VR cannot exceed the estimated

savings to SSA. This amount may be provided by VRRMS but can be overwritten by the Examiner. For SGA claims, the SSI FBA amount used is the federal payment amount actually being paid for the Last Month of Continuous SGA. For 301 claims, the SSI FBA used is the SSI FBA in effect at the SVR provided “Date of Final VR Closure”.

SSA_TOT_SAVGS_AMT, Total SSA Savings Amount: [Dec 9,2, nullable, default null]

The systems calculated amount of savings to SSA on account of benefit termination due to a successful VR claim based on this VR claim. Any SVR payment will be reduced if necessary by the amount that the allowed costs exceed the calculated Total SSA Savings Amount. Age as AGE_NUM and gender as SEX_CD are used to retrieve from PCWOSS.VRALOFAC the “A” factor ADMINV_CSTFCTR_NUM and the “B” factor BDNFT_CSTFCTR_NUM. Total SSA Savings Amount is computed as “A” Factor + ((Savings PIA Used Amount – Savings Workers’ Comp Used Amount + SSA FBA used amount) x “B” Factor). For SGA claims, the age and benefit amounts used in calculating savings to SSA are those in effect for the month of the “Last Month of Continuous SGA”. For 301 claims, the age and benefit amounts used are those in effect at SVR provided “Date of Final VR Closure”. If the T2 is involved and the only claim BICs involved are “C”, then half of the PIA is used in this computation rather than the entire PIA.

PRIOR_VRCLMPO_AMT, Prior Payout: [Dec 9,2, nullable, default null, cannot be < 0]

The amount already paid for prior VR claims of any type, if any, for the same period of SSA disability entitlement, usually but not exclusively initial and supplemental claims. “Prior Payout” reduces the current savings to SSA. If there has been any prior VR payment on the beneficiary’s current period of disability, both the current expected and prior established payments are totaled to ensure they do not exceed the Total SSA Savings amount. If they do, then the current payment is reduced by the excess of all payments over the Total SSA Savings Amount currently being calculated. This amount may be systems derived but can be over keyed.

Calculation of VR Payment Amount:

This calculation is performed only if an award is possible and all data necessary to support an award is present.

ACPL_CAAMT, ACP Costs Allowed: [Dec 8,2, not nullable, system default (0)] The systems calculated total amount of Administrative, Counseling and Placement (ACP) costs that might be allowed. ACP costs are allowed for all months of the “Period of VR” In addition, ACP costs are also paid for any month after the end of the ACP period in which an “Other Cost” for post-employment services is allowed. A fixed monthly amount is paid for each month of the ACP period or month where “Other Costs” are paid. The amount is set for each individual SVR and is updated each fiscal year. Using ST_VR_ABBR_CD and FY, ADMINV_CSTFCTR_AMT is retrieved from PCWOSS.VRALOFAC for each separate fiscal year and summed as necessary for the total ACP COSTS Allowed. VLD_SW in VRALOFAC must be “Y” for the ST_VR_ABBR_CD and FY being searched. If VLD_SW <> Y, ACP Costs Allowed cannot be calculated until the new year has been entered and validated.

DIRCT_CAAMT, Direct Costs Allowed: [Dec 8,2, not nullable, ~~system default (0)~~] The systems calculated total amount of actual Direct Costs that might be allowed. The system will sum allowed Direct Costs from the Direct Cost Table where the allowable Direct Costs are wholly incurred during the “Period of VR”. Direct costs that begin with the Period of VR but which end within the post-entitlement period will be treated as post-entitlement “Other” costs.

T: Change: DIRCT_CCAMT to be not nullable with no default.

OTH_CAAMT, Other Costs Allowed: [Dec 8,2, not nullable, system default (0)] The systems calculated total amount of the Other Costs that might be allowed. These are also called post-entitlement costs. These are allowable Direct Costs from the Direct Cost Table incurred wholly within the post-entitlement period or which began in the Period of VR and ended in the post-entitlement period.

TRKG_CAAMT, Tracking Costs Allowed: [Dec 8,2, not nullable, system default (0)] The systems calculated total amount of the Tracking Costs that might be allowed. Tracking costs are allowable only for SGA claims and not for 301 claims. Tracking costs are incurred for months that occur from the month after the end of the “Period of VR” through the “Last Month of Continuous SGA”, the duration of the post-employment period. It is possible that no months qualify. Tracking Costs cannot be paid for any month where ACP costs are also paid, and since ACP costs are also paid for any month where other costs are allowed for post-employment, no month where other costs are allowed can be considered a Tracking Cost Month. Tracking Costs must also be claimed by the VR on the SSA-199 or equivalent. No more than 9 months of tracking costs can be paid, and the number of months of tracking costs is reduced by 1 for every month in the post-employment period for which an ACP payment is made. Tracking Costs are a fixed monthly amount paid for each reimbursable Tracking Cost month. The amount is set for each individual SVR and is updated each fiscal year. Using ST_VR_ABBR_CD and FY, TRKG_CSTFCTR_AMT is retrieved from PCWOSS.VRALOFAC for each separate fiscal year and summed as necessary for the total Tracking Costs Allowed. VLD_SW in VRALOFAC must be “Y” for the ST_VR_ABBR_CD and FY being searched. If VLD_SW <> Y, ACP Costs Allowed cannot be calculated until the new year has been entered and validated.

TFSRDUC_AMT, Trust Fund Savings Reduction [Dec 8,2, not nullable, system default (0)] The systems calculated amount that this claim must be reduced so that the total payout on this period of disability does not exceed the expected savings to SSA. Usually this value is zero and results in no reduction, but it is possible that the reduction is so large that it reduces the “Total Payable” amount to zero.

(1) Calculate ACP Costs Allowed + Direct Costs Allowed + Other Costs Allowed + Tracking Costs Allowed + Prior Payout – Total SSA Savings.

(2) Any result from (1) greater than zero becomes the “Trust Fund Savings Reduction”, else the Trust Fund Savings Reduction is zero.

TOT_PAYBL_AMT, Total Payable [Dec 9,2, not nullable, system default (0)] The systems calculated amount of the final payment amount for this VR claim instance, if allowed, computed

as: ACP Costs Allowed + Direct Costs Allowed + Other Costs Allowed + Tracking Costs Allowed – Trust Fund Savings Reduction. If the result is less than zero, then zero is used instead.

T: Add: **PMT_PRD_SLTN_TS**, Payment Period Selection Timestamp (Date and time the payment period was selected) [timestamp, nullable, default null] The last time that the VR claim examiner selected dates for the benefit claim period.

T: Add: **DIRCT_CST_GRP_CD**, Direct Cost Group Code (RSA or SSA, VR expense category) [Char 1, not nullable, default “S”, must be “R” or “S”] Identifies whether the VR by default uses RSA or SSA codes in identifying a direct cost code.

T: Add: **SSACT_PRTCPN_CD**, Social Security Act Title Participation Code (SSA Benefit involvement) [Char 1, not nullable, no default, must be 1, 2 or 3] The SSA benefit participation as identified by the SVR when submitting their VR claim. Must be a valid SSA benefit participation code of: 1: T2 only, 2: Concurrent, or 3: T16 only.

U: Add: **PVR_RQSTD_SW**, Preliminary Validation Review Requested Switch [CHAR 1, not nullable, default N, must be Y or N] The PVR Requested Switch will be used to indicate whether the get-PVR-Selection global service has been called for a given claim. (The global service function should only be called once during the life of the claim.)

U: Add: **PRNT_VR_CLM_SNUM**, Parent Vocational Rehabilitation Claim Sequence Number [INTEGER, nullable, default NULL] The parent VR claim sequence number field will be used to indicate the parent’s claim sequence number of a supplemental claim. This is necessary to link supplemental claims to their parent claim.

U: Add: **NTC_SENT_DT**, Notice Sent Date [Date, nullable, default NULL] Needs to store the date when any notes were sent. When Notice Sent Date is null {no notice ever sent}, then global function Send-Award-Notice executed using passed COSSN and VR_CLM_SNUM, and VRPAYMNT/WRKCS_UID if not null.

U: Add: **SECT301NSNT_SW**, Disability Benefits for Work Program Participation Notice Not Sent Switch (Switch to indicate that a 301 notice was not sent) [Char 1, not nullable, default N, must be Y or N]. Used to positively indicate that although the current claim is a 301 claim that no 301 notice was ever sent.

U: Add: **PREV_PMT_ACTN_CD**, Previous Payment Action Code (Old payment action code) [Char 3, not nullable, default spaces] When a payment has been cancelled, the existing VR payment action code VR_PMT_ACTN_CD will be moved to this new field, and VR_PMT_ACTN_CD reset to "000" to indicate that the claim has been reopened.

U: Add: **CLM_LAST_REOPD_DT**, Claim Last Reopened Date (Date claim last reopened) [Date, nullable, default null] The date this claim was last reopened after a payment cancellation.

U: Add: **RSBCSNTC_LSENT_DT**, Resubmit Costs Notice Last Sent Date (Date Resubmit Costs Notice was last sent) [Date, nullable, default null] The date the last time this notice was sent.

U: Add: LSGANTC_LSENT_DT, Late Substantial Gainful Activity Notice Last Sent Date (Date Late SGA Notice was last sent) [Date, nullable, default null] The date the last time this notice was sent.

U: Add: LFLNTC_LSENT_DT, Late Filing Notice Last Sent Date (Date Late Filing Notice was last sent) [Date, nullable, default null] The date the last time this notice was sent.

U: Add: EXSGAPNTC_LSENT_DT, Extended Substantial Gainful Activity Period Notice Last Sent Date (Date Long SGA Period Notice was last sent) [Date, nullable, default null] The date the last time this notice was sent.

U: Add: CPRDSGA_EXPLN_TXT, Continuous Period of Substantial Gainful Activity Explanation Text (Explanation for 12 month period of SGA) [VarChar 4046, not nullable, system default (empty)] The determination and explanation why 9 months of SGA in a 12 month period was accepted, or why 9 months of SGA in a 12months period was not accepted providing one possible basis for denial of this VR claim.

T: Add these metadata fields to both data and history tables: VLD_SW (default Y), EFF_STDT (nullable, default null), EFF_ENDT (nullable, default null).

A **history table** HVHCLAIM will be created, and it will be maintained solely by use of triggers. Additional fields in the history table will be: AUDT_TS, DELD_SW (default "N") and DELD_BY_PIN. There are no constraint of any kind on the history table other than on DELD_SW.

S: PCWOSS VRCLMBAS, VR Claim Basis Reference Table

VR_CLMBSS_CD, VR Claim Basis [Char 1, not nullable, no default, **primary key**] Indicates the basis for this VR claim, and is one of:

- S: Continuous Period of SGA
- 3: Medical Recovery during VR (301)

VR_CLMBSS_DESC, VR Claim Basis Description [Char 40, not nullable, no default]

LU_PIN, LU_TS (System default TS)

S: PCWOSS VRCLMPHA, VR Claim Phase Reference Table

VRCLMPHZ_CD, VR Claim Phase [Char 1, not nullable, no default, **primary key**] Indicates the request phase for this particular VR claim., and is one of:

- 1: Initial Claim
- 2: Resubmittal (Prior claim denied, basis for the denial no longer exist)
- 3: Supplemental (Prior claim allowed, additional expenses or other expenses being claimed)
- 4: Subsequent Period (New period of VR on same SSA period of disability entitlement)
- 5: Reconsideration (Prior claim denied, SVR disagrees)

VR_CLMPHZ_DESC, VR Claim Phase Description [Char 20, not nullable, no default]

VR_CLMPHZ_LONG_DESC, VR Claim Phase Extended Description [VarChar 4046, not nullable, system default (empty)]

LU_PIN, LU_TS (System default TS)

S: PCWOSS LTFLGISU, Late Filing Issue Reference Table

LATE_FLG_ISU_CD, Late Filing Issue [Char 1, not nullable, no default, **primary key**]

LATE_FLG_ISU_DESC, Late Filing Issue [VarChar 150, not nullable, no default]

N: Late Filing not an issue

- 1: Good Cause needed: 301 claim, 301 notice sent, claim filed more than 90 days after later of notice sent date or end of month of date of final VR closure
 - 2: Good Cause needed: 301 claim, 301 notice not sent, claim filed more than 12 whole months after date of final VR closure
 - 3: Good Cause needed: SGA claim, claim filed more than 12 whole months after last month of continuous SGA
-

LU_PIN, LU_TS (System default TS)

S: PCWOSS QASLCTRS, QA Selection Reason Reference Table

QA_SLCTRS_CD, QA Selection Reason [Char 1, not nullable, no default, **primary key**]

Summarizes the routing that resulted from the most recent QA review, if any.

Space: **Not yet evaluated for QA**

V: System selection based on VR

F: System selection based on Examiner also satisfying VR selection

E: System selection based on Examiner

M: Manual selection

U: New: N: Not selected for QA

QA_SLCTRS_DESC, QA Selection Reason [Char 40, not nullable, no default]

VLD_SW (default Y), LU_PIN, LU_TS (System default TS)

S: PCWOSS QALSTACT, Last VR QA Return Status Reference Table

QA_LAST_ACTN_CD, Last QA Return Status [Char 1, not nullable, no default, **primary key**] Summarizes the routing that resulted from the most recent QA review, if any.

Space: No QA Return yet

A: Adjudicated by reviewer and not returned, no defects

B: Adjudicated by reviewer and not returned, defects found

N: Returned by reviewer without defects

D: Returned by reviewer with defects for cure and clearance

R: Returned by reviewer with defects for cure and return for re-review

QA_LAST_ACTN_DESC, Last QA Return Status Description [Char 70, not nullable, no default]

VLD_SW (default Y), LU_PIN, LU_TS (System default TS)

S: PCWOSS SGAMNTRK, Months Used for SGA Purposes Data Table

Identifies months used in establishing the continuous period of SGA, and identifies tracking months which might be payable. Item 8 on the SSA-199.

Primary key: COSSN + VR_CLM_SNUM + SGA_MDT

Relational constraint: COSSN + VR_CLM_SNUM must exist in the main VR Claim table VRHCLAIM.

COSSN [Char 9, not nullable, no default] The own SSN of the SSA beneficiary for whom VR services were rendered.

VR_CLM_SNUM, Claim UID [Integer, not nullable, no default, foreign key constraint will be added at a later date] A systems assigned UID unique to this individual VR claim submittal for this COSSN.

SGA_MDT, Month [Date, not nullable, no default] Required, identifies a single month, day of month not material but should be the first,

VR_MNTH_CLMD_SW, Claimed by VR as a Tracking Month Switch [Char 1, not nullable, must be Y or N, default N] Indicates whether or not this month is claimed by the SVR for Tracking Period purposes for Tracking Cost payment purposes. Item 8 on the SSA-199. Not altered by SSA.

SSA_MNTH_USED_SW, Used by SSA as Payable Tracking Month Switch [Char 1, not nullable, must be Y or N, default N] Indicates whether or not this month was used by SSA for Tracking Cost payment purposes. A month cannot be both a Tracking Month and an ACP month at the same time. The month must have been claimed by the VR as a Tracking Month in order to be paid by SSA as a tracking month.

SSA_ACPLMH_USED_SW, Used by SSA as payable ACP Month Switch [Char 1, not nullable, must be Y or N, default N] Indicates whether or not this month was used by SSA for ACP Cost payment purposes. A month cannot be both a Tracking Month and an ACP month at the same time.

SGA_MNTH_SW, SGA Month Switch: [Char 1, not nullable, must be Y or N, default N] Indicates whether or not this month is an SGA month.

SGA_MNTH_WICPRD_SW, SGA Month Within Continuous Period [Char 1, not nullable, must be Y or N, default N] Indicates whether or not this month was used by SSA as an SGA month a part of the continuous period of SGA.

ERNGS_RANGE_CD, Earnings Range Code [Char 1, not nullable, default space] A Ticket to Work earnings range code as identified in PDCF.ERNRNGCD. This code is initially supplied by the Get-Earnings-Information web service.

ERNGS_SRC_CD, Earnings Source Code [Char 1, not nullable, default space] The source of information used for the Earnings Range Code as identified in PCWOSS.ERNGS_SRC_CD. This code is initially supplied by the Get-Earnings-Information web service.

U: New: PMT_BSS_CD, Payment Basis Code (Payment basis this claim) [Char 1, not nullable, default N, must be one of N, A, T or D] Indicates the basis for the payment for this month for the current claim.

N: Not paid this claim as Other ACP or Tracking. For initial claims could still be paid regular ACP which is not a function of this table.

A: Paid this claim as Other ACP.

T: Paid this claim as Tracking.

D: Paid this claim the difference between Tracking and ACP.

INSRT_PIN, INSRT_TS (System default TS), **LU_PIN, LU_TS** (System default TS)

A **history table** HSGMNTRK will be created, and it will be maintained solely by use of triggers. Additional fields in the history table will be: AUDT_TS, DELD_SW (default "N") and DELD_BY_PIN. There are no constraint of any kind on the history table other than on DELD_SW.

S: PCWOSS SGAEVDCD, Closure to First SGA Finding Reference Table

SGA_EVALDTN_CD, VR Closure to First SGA Period Evaluation [Char 1, not nullable, no default] The VR claim must result in the beginning of a continuous period of SGA within 12 months of VR closure, otherwise an explanation is required for a longer delay. Applies only to SGA cases. Must be one of:

Space : Finding not yet made

1: Began within one year of SVR provided "Date of Final VR Closure"

T: More than one year but preceded by transitional work activity

V: Not preceded by transitional work activity but continuous period could not have occurred without VR services.

M: Medically recovered before end of continuous period but VR medical services contributed to medical recovery

N: Medically recovered before end of continuous period but recovery not expected by SSA and VR medical services did not contribute to medical recovery

D: No justification found for more than one year gap from VR Closure to first month of continuous SGA (Denial)

SGA_EVALDTN_DESC, VR Closure to First SGA Period Evaluation Description [Char 250, not nullable, no default]

VLD_SW (default Y), **LU_PIN**, **LU_TS** (System default TS)

S: PCWOSS PPSTDTBS, Basis for Payment Period Begin Date Reference Table

PMT_PRD_SDTB_CD, Basis for Payment Period Begin Date: [Char 1, not nullable, no default, **primary key**] Identifies the basis for the selection of the Payment Period Begin Date, one of:

Space: Not selected

2: T2 first day of waiting period (If DAC <> F or X, then DOO) (ignoring special case of the 1st) (does not apply to EXR cases)

F: First day of T2 eligibility, no waiting period (If DAC = F or X, DOEC)

6: T16 first day of eligibility (S1-ELG_RD-D6)

PMT_PRD_SDTB_DESC, Basis for Payment Period Begin Date Description: [Char 60, not nullable, no default]

ENTLT_CD [Char 2, not nullable, no default, must be “2 ” or “16”] Describes what title can use this basis code.

VLD_SW (default Y), **LU_PIN**, **LU_TS** (System default TS)

S: PCWOSS PPENDTBS, Basis for Payment Period End Date Reference Table

PMT_PRD_EDTB_CD, Basis for Payment Period End Date: [Char 1, not nullable, no default] Identifies the basis for the selection of the Payment period End Date, one of:

Space: Not selected

2: T2 Last day of last month of entitlement (month before DOST)

L: Last day of the “Last Month of Continuous SGA”

6: T16 Last day of last month of entitlement

PMT_PRD_EDTB_DESC, Basis for Payment Period End Date Description: [Char 60, not nullable, no default]

ENTLT_CD [Char 2, not nullable, no default, must be “2 “ of “16”] Describes what title can use this basis code.

VLD_SW (default Y), **LU_PIN**, **LU_TS** (System default TS)

S: PCWOSS VRDRCTCL, Direct Costs Claimed Data Table

This table contains one row for each direct cost claimed for each VR case, and whether and how SSA accepted that cost. Information in this table is used only in the case of an award.

Primary key: COSSN + VR_CLM_SNUM + VR_EXP_ITM_SEQ_NUM

Foreign key constraint: COSSN + VR_CLM_SNUM must exist in VR claim table VRHCLAIM.

COSSN [Char 9, not nullable, no default] The own SSN of the SSA beneficiary for whom VR services were rendered.

VR_CLM_SNUM, Claim UID [Integer, not nullable, no default] A systems assigned UID unique to this individual VR claim submittal for this COSSN.

VR_EXP_ITM_SEQ_NUM, Direct Expense Item UID [SmallInt, not nullable, no default] A systems assigned UID corresponding to an individual direct expense item submission line item number for this claim submission. A separate UID is assigned to each separately identified direct expense for the current VR claim.

IVRCLM_SUBMN_SW, Initial Submission Switch [Char 1, not nullable, default Y, must be Y or N] Indicates whether or not this cost was a part of the SVR's initial claim submission. This switch is not modified by SSA once entered.

DOROC_CD, Direct or Other cost: {XML} [Char 1, not nullable, default D, must be D or O] Required, indicates whether the cost being claimed is a "Direct" cost or an "Other" cost, each of which have separate qualifying period criteria. "Other Costs" are also known as post-employment costs. If the claim is allowed, this flag may be altered depending on whether it is allowed as an "Other Cost" with the service dates wholly contained within the Period of VR, or whether it is an Other date where the "Month of Service End Date" is in the post-employment period.

SRV_PRD_STDT, Month of Service Start Date {XML} [Date, not nullable, no default] Required, the month in which the direct service was rendered. If the service was rendered over several months then this is the first month in which the eservice was rendered, and the next field is the last month in which the service was rendered.

SRV_PRD_ENDT, Month of Service End Date {XML} [Date, not nullable, no default] Required, if the direct service was rendered over several months, this is the last month in which the service was rendered. If the direct service was rendered only within one month, then the Month of Service Start and End dates will be in the same month. If an interactive user enters only a Start Date, the End Date will be systems propagated to be the same as the Start Date. The "Month of Service End Date" cannot be earlier than the "Month of Service Start Date".

VR_EXP_ITM_CD, {XML} VR Direct cost expense item, [Char 3, not nullable, no default, ~~foreign key constraint: must exist as VR_EXP_ITM_CD in PCWOSS.VREXPICD~~] Required, this code identifies the nature and purpose of the claimed expense.

SRV_EXP_AMT, **Service Expense** {XML} [Decimal 8,2; not nullable, no default, must be > 0] Required, the amount of the direct expense for which the VR is seeking reimbursement.

VR_EXP_REF_TXT, **SVR reference information** {XML} [VarChar 50, not nullable, system default (empty)] Optional information the SVR may wish to include to reference this expense in the SVR's own records. This could be a State VR voucher number, payment date, case number, or any other similar information useful to the SVR in documenting their claim and in retrieving their own records if requested by SSA. This field is normally only provided at the EN Portal.

VR_EXP_ITXT, **Expense Description** {XML} [VarChar 500, not nullable, system default (empty)] An optional description, note or message the VR wishes to make concerning this one expense item. This field is normally only provided at the EN Portal.

DRCSTUS_CD, **Direct Cost Status Code** [Char 2, not nullable, default "C", code must exist in the Direct Cost Status Code reference table DRCTUSCD] Required. This code indicates the current disposition of the claimed direct expense item. For allowed cases, only rows with a status code of "A" are paid. For allowance case, all rows must have a status code of either "A" or "Dx" before an allowance is permitted. When claims are first entered, the Status Code of "C" is automatically provided for all entries.

Possible Direct Cost Status Code values are:

- C: Expense claimed but not reviewed
- A: Expense allowed as claimed
- Dx: Expense disallowed (see below)
- V: Verification of expense requested/additional information requested
- P: PVR requires verification of this expense
- R: Expense information resubmitted by VR but not reviewed
- W: Expense withdrawn by VR

Disallowance reason:

- D0: No specific reason given
- D1: Direct cost outside of VR period and post-employment period.
- D3: Requested proof of payment for expense missing/inadequate
- D4: Service was not paid for by the State VR agency
- D5: Service was provided by a State VR Agency employee
- D6: Similar or comparable service available from another source
- D7: Service not a listed service
- D8: Service not provided under an IPE or similar document
- D9: Service not purchased and used specifically for the disabled individual
- DA: Service not reasonable and necessary
- DB: Service not the lowest reasonable cost
- DC: Service did not contribute to employment at the SGA level
- DD: Duplicate, already included

DE: Duplicate, previously paid.

DZ: Other reason not specified.

EXP_ITM_VRFD_SW, Expense verified [Char 1, not nullable, default N, must be Y or N] Required, indicates whether or not this direct expense item has been verified. Verification is only required if the case is selected for PVR, but may be optionally noted for any service.

DEV_NOTES_TXT, Development Note [VarChar 1000, not nullable, default empty] Optional SSA developmental note required in evaluated this direct cost item.

NOTE_TO_VR_TXT, Note to SVR [VarChar 1000, not nullable, default empty] Optional text or note concerning this item that should be viewable by the SVR in the EN Portal or on a notice for either developmental purposes or explanation for reason for adjudication.

INSRT_PIN, INSRT_TS (system default timestamp), **LU_PIN, LU_TS** (system default timestamp).

A **history table** HVDRCTCL will be created, and it will be maintained solely by use of triggers. Additional fields in the history table will be: AUDT_TS, DELD_SW (default "N") and DELD_BY_PIN. There are no constraint of any kind on the history table other than on DELD_SW.

S: PCWOSS DRCTUSCD, Direct Cost Status Code Reference Table

DRCSTUS_CD , Direct Cost Status Code [Char 2, not nullable, no default, **primary key**]

DRCSTUS_DESC , Direct Cost Status Code Description [Char 80, not nullable, no default]

HELP_TXT , Direct Costs Status Code Help [VarChar 4046, not nullable, system default (empty)] Provides additional information concerning this status code to the VR Examiner.

Reference table metadata: **VLD_SW** (default Y), **EFF_STDT, EFF_ENDT, LU_PIN, LU_TS** (system default TS).

S: PCWOSS VRCASACT, VR Case Activity Data Table

Each access of a VR case results in a row being written to the VR case activity table.

Primary key: COSSN + VR_CLM_SNUM + INSRT_TS

Foreign key constraint: COSSN + VR_CLM_SNUM must exist in claim table VRHCLAIM.

Alternate index: INSRT_PIN + INSRT_TS + COSSN + VR_CLM_SNUM

COSSN [Char 9, not nullable, no default] The own SSN of the SSA beneficiary for whom VR services were rendered.

VR_CLM_SNUM , Claim UID [Integer, not nullable, no default] A systems assigned UID unique to this individual VR claim submittal for this COSSN.

VR_CASE_ACTVT_CD, VR Activity Code [Char 4, not nullable, no default, foreign key constraint: must be in the VR Case Activity Reference Table VRCASATC]

SUPPL_DATA_TXT, Supplemental Data [VarChar 200, not nullable, system default (empty)] Optional additional explanatory material concerning this event.

INSRT_PIN [Char 6, not nullable, no default] The PIN of the user associated with this activity. This can also include the “E” PIN of an EN portal user.

INSRT_TS [Timestamp, not nullable, system default timestamp] The date and time associated with this event.

S: PCWOSS VRCASATC, VR Case Activity Reference Table

VR_CASE_ACTVT_CD, VR Activity Code [Char 4, not nullable, no default, primary key]

VR_CASE_ACTVT_DESC, VR Activity Code Description [Char 50, not nullable, no default] Provides a description for the VR Activity Code.

LU_PIN (no default), **LU_TS** (system default TS)

Sample codes:

Intake-

INKI: Keyed in iTOPSS

INKP: Keyed by VR at Portal

INPD: PDF

INXP: XML at Portal

INXI: XML in iTOPSS

INXW: XML via Internet web service

Development-

PVRR: PVR request

PVRA: PVR response

SVRR: Other SVR information request

SVRA: Other SVR information response

Update

UPDA: Data updated by SSA

EVAL: Trial evaluation run

Decision-

DCUN: Unfavorable

DCFA: Favorable, unchanged

DCFJ: Favorable, with adjustments

QA-

QAVR: VR QA selection

QAEX: Examiner QA selection

QARA: Reviewer approved

QARR: Returned by Reviewer for correction

QARE: Returned by Examiner to review and resubmit

QAMG: Manager approval on large payment case

View:

VEWS: SSA staff viewed this case

VEWV: VR staff viewed this case at the Portal

S: PCWOSS VRCASNOT, VR Case Note Data Table

Notes for a specific VR claim.

Primary key: COSSN + VR_CLM_SNUM + INSRT_TS

COSSN [Char 9, not nullable, no default] The own SSN of the SSA beneficiary for whom VR services were rendered,

VR_CLM_SNUM, Claim UID [Integer, not nullable, no default, foreign key constraint will be added at a later date] A systems assigned UID unique to this individual VR claim submittal for this COSSN.

VR_CASE_NOTES_TXT, VR Case Note Text [VarChar 4024, not nullable, no default]

EXPDT, Expiration Date [Date, nullable, default null] The date after which this not is subject to deletion.

U: Add: MGR_ONLY_DSSW, Manager Only Display Switch (Private switch) [Char 1, not nullable, default N, must be Y or N] Indicates whether or not this alert is visible only to VR Managers.

INSRT_PIN (no default), **INSRT_TS** (system default TS), **LU_PIN** (no default), **LU_TS** (system default TS)

S: PCWOSS VRALRNOT, VR Alert Data Table

Alerts or note for a specific state VR.

Primary key: ST_VR_ABBR_CD + INSRT_TS

ST_VR_ABBR_CD [Char 4, not nullable, no default, **primary key**, foreign key constraint: must be in VRSTABDA]

VR_ALRT_TXT, VR Alert Text [VarChar 4024, not nullable, **no default**]

EXPDT, Expiration Date [Date, nullable, default null] The date after which this not is subject to deletion.

U: Add: MGR_ONLY_DSSW, Manager Only Display Switch (Private switch) [Char 1, not nullable, default N, must be Y or N] Indicates whether or not this alert is visible only to VR Managers.

INSRT_PIN (no default), **INSRT_TS** (system default TS), **LU_PIN** (no default), **LU_TS** (system default TS)

S: PCWOSS VRPAYMNT, VR Payment Data Table

Manages all payments for the VR process except for advance payments. When a claim is awarded, payment information is moved to this table for effectuation. If a payment is cancelled before payment is effectuated by the US Treasury, then the payment is voided and the award is cancelled. The claim would need to be adjudicated again in order to effectuate payment. If the date in PCWOSS.ENET/VR_PMTLRLSD_DT is a future date, payments will be held and not released to SSOARS until VR_PMTLRLSD_DT is no longer a future date.

Primary key: COSSN + VR_CLM_SNUM + PMT_SEQ_NUM

Relational constraint: COSSN + VR_CLM_SNUM + PMT_SEQ_NUM must exist in the VRRMS main claim table VRHCLAIM.

Compound alternate key: ST_VR_ABBR_CD + COSSN + VR_CLM_SNUM + PMT_SEQ_NUM.

(Other alternate keys exist)

ST_VR_ABBR_CD [Char 4, not nullable, no default, foreign key constraint: must be in VRSTABDA] The State VR agency to whom the payment is being made.

COSSN [Char 9, not nullable, no default] The own SSN of the SSA beneficiary for whom VR services were rendered.

VR_CLM_SNUM, Claim UID [Integer, not nullable, no default] A systems assigned UID unique to this individual VR claim submittal for this COSSN.

PMT_SEQ_NUM, Payment Sequence Number [SmallInt, not nullable, default 1, constraint: must be a value from 1 through 99] A system assigned value so that ST_VR_ABBR_CD + COSSN + VR_CLM_SNUM + PMT_SEQ_NUM is unique, including in the history table for the payment table HVPAYMNT.

DUNS [Char 9, not nullable, no default, **alternate key**, foreign key constraint: must be in VRSTABDA] The DUNS of the SVR due this payment. If the payment is being held the DUNS can change until the claim is released to SSOARS.

EIN [Char 9, not nullable, no default] The EIN associated with the payment DUNS. If the payment is being held the EIN can change until the claim is released to SSOARS.

ACCTG_TXN_INVC_NUM [VarChar 45, nullable, default null, **alternate key, unique if not null**] The SSA invoice number used by VRRMS in communicating with SSOARS. (Null permitted to accommodate historical cases.)

TOT_DUE_AMT, Total Amount Due: [Decimal 9,2, not nullable, no default, constraint: must be > 0] The total amount approved for this claim. This amount may be reduced to recoup an overpayment.

WRKCS_UID: Integer, nullable, default null, **alternate key**] The workcase on which this payment was authorized. (Null permitted since not all claims will be associated with a work case, including historical cases.)

TOT_PAID_AMT, Total Amount Paid: [Decimal 9,2, not nullable, no default, constraint: cannot be < 0] The amount payable on this claim after all overpayments were recovered. Overpayments are not recouped until the claim is sent to SSOARS, so for held claims Total Amount Paid will be the same as Total Amount Due until the claim is released to SSOARS.

Calculating Total Amount Paid: The last step before submitting payment to SSOARS is to read the Payment Adjustment Table to see if there is a collectible amount for this EN (Running Total for the most recent row is > 0). If there is, then an "E" event for "Recoupment" is posted to the Payment Adjustment Table for the amount of Running Total not to exceed the Total Amount Due. Reading and adjustment to the Payment Adjustment table are a serialized read. The Total Amount Paid is then the Total Amount Due less the amount of the "E" adjustment. If the Total Amount Paid is > 0, then that amount is prepared as the amount to be certified to SSOARS.

SSOARS voucher amount. If the Total Amount Paid = 0, then the payment is not certified to SSOARS but is closed out with a Payment Status cod of “Z” for “Zero Payment Due”.

ENTLT_CD, Entitlement code: [Char 2, not nullable, default spaces, constraint: must be one of: spaces, “C”, “16” or “2”. The beneficiary benefit entitlement code, used to determine how the Total Amount Paid should be charged to SSA accounts. Spaces are permitted for historical cases.

TRSTFND_CD: [Char 1, not nullable, default space, one of “R” or “D” or space] The trust fund to which any VR payments for T2 purposes should be charged, either RSI or DI, used to determine how the Total Amount Paid should be charged to SSA accounts.

VR_INVC_NUM, SVR Invoice Number [VarChar 45, not nullable, system default (empty)] An optional SVR provided invoice number which is available to the SVR as a part of SVR payment inquiries.

VR_PSTUS_CD, VR Payment Status Code [Char 1, not nullable, no default, **alternate key**, must be in VR payment status code reference table VRPAYSTA] A code that identifies the current status of the payment for this claim, one of:

H: Held pending SVR release (allowed, but payments are being held for this SVR and will not be paid until payments are released for this SVR)

R: Request sent to SSOARS (either from hold status or directly to SSOARS)

E: SSOARS release failed due to error (allowed, was held, failed to be accepted by SSOARS on account of error once released. This is considered a cancelled payment, and the claim must be re-authorized.)

W: SSOARS release failed due to web service issue, or SAM issue or BFY issue. (allowed, was held, failed to be accepted by SSOARS for reason given, claim is can be automatically resubmitted to SSOARS.)

S: Accepted by SSOARS (accepted by SSOARS, may still be pending in SSOARS or may have been sent to Treasury)

T: Pending in Treasury

C: Cancelled before payment (cancelled by VRRMS user while still held, or while still pending in SSOARS)

P: Paid (by the US Treasury)

R: Total amount recouped (Overpayment completely offset the Total Amount Due, the claim is never further evaluated unless voided)

PSTUS_TS, Status Timestamp [Timestamp, not nullable, no default] One of the following dates:

- If Status Code “Held pending SVR release” then the timestamp of final allowance when the claim was forwarded to the payment queue but is not to be paid until all held payments are released for the SVR.

- If Status Code “Request sent to SSOARS” then the timestamp the service request was sent to SSOARS. Every payment made regardless of whether it was held or was immediately submitted to SSOARS is first recorded with this status code before being sent to SSOARS.

- If Status Code “SSOARS release failure due to error” or “SSOARS release failed due to web service issue” then the timestamp when the submission to SSOARS was identified as a failure.

The failure can be for any reason, such as SSOARS returned an error, or there was a timeout or other service failure.

- If Status Code “Pending in SSOARS” then the timestamp the service request was sent to SSOARS, unchanged if the prior Status Code was “R”.
- If Status Code “Cancelled before Payment” then the timestamp when the cancellation was confirmed. If the case was being held, then this is the timestamp the VR Payment Status Code was changed to “C”. If the case was pending in SSOARS, then the timestamp when the cancellation was accepted by SSOARS. If the claim was pending in SSOARS, the Status Code is not changed to “C” and the Status Timestamp updated until the cancellation has been confirmed by SSOARS.
- If Status Code “Pending in Treasury”, the Status Timestamp is not changed.
- If Status Code “Paid” then the date the US Treasury has reported that funds will be in the VR’s bank account. This can be a future date.
- If Status Code “Total amount recouped”, then the Status Timestamp is updated to when that determination was made.

SSOARS_VCHR_NUM, SSOARS voucher number [VarChar 45, not nullable, system default (empty)] The SSOARS voucher number when the payment request was accepted by SSOARS.

VOIDD_PMT_CD, Voided [Char 1, not nullable, default N, must be Y or N or C] A payment is voided only if a payment was paid, and indicating the payment was incorrect and should be withheld from future payments. If the entire payment was withheld to recoup an overpayment, it is immediately considered paid, otherwise if some amount is payable, it is technically not paid until confirmed by SSOARS as paid by the US Treasury. If any part of the payment was due another payment should be issued. If the payment was not due, any amount paid or any amount not paid to recoup an overpayment requires an adjustment.

Y: Payment was made that should not have been made. VR Payment Status Code is “P” or “R”. Use of “Y” requires a manual determination that the payment should be voided. The Payment Acton Code for the VR claim is also changed to “VVV” and the claim is again pending and must be cloned and readjudicated.

C: Payment request was cancelled or removed before payment was made. The payment must be reauthorized in order to be resubmitted. Voided will be set by the system to “C” whenever VR Payment Status Code is set to “E” (SSOARS reject due to error) or “C” (Cancelled by user before payment.). The Payment Acton Code for the VR claim is also changed to “VVV” and the claim is again pending and must be cloned and readjudicated.

N: Payment was correctly made. Voided will be set by the system to “N” when VR Payment Status Code is set to “P” or “R”.

Space: Payment is pending.

If the payment is voided with “Y”, one to two transactions will be automatically be posted by the system to the Payment Adjustment Event Table. If the Total Amount Paid is > 0, then the Total Amount Paid will be posted with an event code of “C” for “Create Overpayment”. If the Total Amount Paid and the Total Amount Due are not the same, then the difference will be posted with an event code of “F” for “Recoupment Voided”. Any updates to the Payment Adjustment Event table are serialized.

If the payment is voided with “C”, and the Total Amount Paid and the Total Amount Due are not the same, then the difference will be posted to the Payment Adjustment Event Table with an event code of “F” for “Recoupment Voided”. Any updates to the Payment Adjustment Event table are serialized.

PMT_ADJT_TS, Payment adjustment timestamp [Timestamp, nullable, default null] If this payment is related to a payment adjustment, the VR_ST_ABBR_CD plus this Payment adjustment timestamp will point to one or two rows that will exist in the Payment Adjustment Event Table.

T: Add: **RSI_DI_ACCT_PCT**, Retirement Survivors Disability Insurance Account Percentage Rate (RSDI percentage) [Dec 6,3; nullable, default null] For claims for concurrent T2/T16 disability beneficiaries, the percentage amount of the total award to be charged to an RSI or DI account.

T: Add: **RSI_ACCT_AMT**, Retirement Survivors Insurance Account Amount (RSI account amount) [Dec 9,2; nullable, default null] For fund accounting, the amount of this claim to be charged to the RSI trust fund.

T: Add: **DI_ACCT_AMT**, Disability Insurance Account Amount (DI account amount) [Dec 9,2; nullable, default null] For fund accounting, the amount of this claim to be charged to the DI trust fund.

T: Add: **T16_ACCT_AMT**, Supplemental Security Income Account Amount (SSI account amount) [Dec 9,2; nullable, default null] For fund accounting, the amount of this claim to be charged to the SSI general account.

U: Add: **PMT_APPD_FY, Payment Applied Fiscal Year (Fiscal year charged)** [Char 4, not nullable, system default (spaces)]. The fiscal year to which this VR payment is charged.

INSRT_PIN, INSRT_TS (system default timestamp), **LU_PIN, LU_TS** (system default timestamp).

A **history table** **HVPAYMNT** will be created, and it will be maintained solely by use of triggers. Additional fields in the history table will be: **AUDT_TS, DELD_SW** (default “N”) and **DELD_BY_PIN**. There are no constraint of any kind on the history table other than on **DELD_SW**.

S: PCWOSS VRPAYSTA, VR Payment Status Code Reference Table

VR_PSTUS_CD, VR Payment Status Code [Char 1, not nullable, no default, **primary key**] A code that identifies the current status of the payment for this claim, one of:

H: Held pending SVR release

R: Request sent to SSOARS

E: SSOARS release filed due to error

W: SSOARS release failed due to service, SAM or BFY issue.

S: Pending in SSOARS

T: Pending in Treasury

C: Cancelled before payment

P: Paid

R: Total amount recouped

VR_PSTUS_DESC, VR Payment Status Code Description [Char 30, not nullable, no default]

VR_PSTUS_LONG_DESC, VR Payment Status Code Long Description [VarChar 4046, not nullable, system default (empty)]

LU_PIN, LU_TS (system default timestamp).

S: PCWOSS VRADPMEV, VR Payment Adjustment Event Data Table

This table is used to manage incorrect payments in the VR program. Rows once inserted are never updated. Corrections are made by adding new rows with offsetting amounts. When Typically the most recent row for an SVR is read and a new row added. This process should be a serialized transaction. This will occur when posting a new row to this table or when a payment is made.

Primary key: ST_VR_ABBR_CD + PMT_ADJT_TS + ADJT_PMT_EVNT_CD

Alternate key: COSSN + VR_CLM_SNUM + PMT_SEQ_NUM

ST_VR_ABBR_CD [Char 4, not nullable, no default, foreign key constraint: must be in VRSTABDA] The state VR agency to whom this payment adjustment action is charged.

PMT_ADJT_TS, Payment Adjustment Timestamp [Timestamp, not nullable, no default] The insert timestamp for this row.

ADJT_PMT_EVNT_CD [Char 1, not nullable, no default, foreign key constraint: must exist in existing PCWOSS.ADJT_PMT_EVNT_CD] The reason for this payment adjustment action. The reason selected determines the effect of the adjustment, which can be positive, negative, neutral or an overlay. The current list consist of:

- C Create Overpayment (increases total overpayment)
- D Reverse/Correct Overpayment (reduces total overpayment)
- E Overpayment Recouped (reduces total overpayment)
- F Recoupment Voided (increases total overpayment)
- G Refund Received (reduces total overpayment)
- H Refund Voided (increases total overpayment)
- U Underpayment Issued (added to a negative overpayment, presumably to return to zero)
- X Net overpayment carried forward (overlays total overpayment)

Z No effect/for documentation only (no effect on total overpayment)

This additional item will be added for VR purposes only and does not apply to Ticket:

A Advance payment (applies to VR reimbursement cases only)

Developer note: ADJ_EFFT_CD in the ADJT_PMT_EVNT_CD reference table controls the application of ADJT_AMT based upon the ADJT_PMT_EVNT_CD. ADJT_EFFT_CD is one of:

P: Positive, adds to the total overpayment

N: Negative, reduces the total overpayment

R: Replace, overlaying the current total overpayment

Z: No effect on the current total overpayment

Use ADJ_EFFT_CD to determine how to handle ADJT_AMT, and do not embed the effect on the total overpayment amount in your application.

ADJT_AMT [Decimal 11,2, not nullable, no default, cannot be < 0] The amount of this payment adjustment. This amount is not signed. The effect of this amount (positive, negative, overpay, comment) is determined by the ADJ_EFFT_CD associated with ADJT_PMT_EVNT_CD.

COSSN [Char 9, nullable, default null]

VR_CLM_SNUM, Claim UID [Integer, nullable, default null]

PMT_SEQ_NUM [SmallInt, nullable, default null]

If COSSN, VR_CLM_SNUM and PMT_SEQ_NUM are all present they along with VR_ST_ABBR_CD should together exist as the primary key for a row in the VR Payment table VRPAYMNT. Since they are not always present this cannot be a foreign key constraint.

XREF_TS, Cross Reference Timestamp [Timestamp, nullable, default null] In conjunction with the ST_VR_ABBR_CD allows a cross reference to a prior overpayment action. For example, an action to reverse/correct an overpayment should refer back to the row where the overpayment was created. If a Cross Reference Timestamp is shown here, VR_ST_ABBR_CD + Cross Reference Timestamp should already exist in this table.

WRKCS_UID [Integer, nullable, default null] The workcase which authorized the payment that is now or which was considered an overpayment. There may not be any work case associated with the overpayment event.

VR_PMT_ASGNDRSN_CD [Char 1, not nullable, system default (space)] An optional reason describing why an overpayment was created. Codes will be developed at a later date based upon user input.

RUNTOT_AMT, Running Total [Decimal 11,2, not nullable, no default, can be negative] Used for accounting and trouble shooting. If ADJT_PMT_EVNT_CD is:

Z: Running Total is the same as the running total in the most recent row in this table for this SVR.

X: Running total is the same as ADJT_AMT in this row.

Any other code, then the running total is the most recent row in this table for this SVR is adjusted by ADJT_AMT in this row as required by the ADJT_PMT_EVNT_CD.

ADJT_RSN_TXT [VarChar 1000, not nullable, system default (empty)] An optional description concerning the reason for the action being taken. This text if present will be visible to the SVR.

INOTE_TXT, Internal note [VarChar 1000, not nullable, system default (empty)] An optional internal note visible to SSA only concerning this overpayment action.

INSRT_PIN [Char 6, not nullable, no default]

S: PCWOSS VRADVATH, SVR Advance Authorization Data Table

This table records the authorization of advances to an SVR.

Primary key: ST_VR_ABBR_CD + INSRT_TS

ST_VR_ABBR_CD [Char 4, not nullable, no default, foreign key constraint: must be in table VRSTABDA]

ADV_AMT, Advance Amount [Dec 11,2, not nullable, no default, must be > 0]

FRST_ATHGSPVR_PIN, First Authorizing Supervisor [Char 6, not nullable, no default]

FRST_AUTHN_TS, First Authorization Timestamp [Timestamp, not nullable, system default timestamp]

SEC_ATHGSPVR_PIN, Second Authorizing Supervisor [Char 6, not nullable, default spaces]

SEC_AUTHN_TS, Second Authorization Timestamp [Timestamp, nullable, default null]

PMT_ADJT_TS, Payment Adjustment Timestamp [Timestamp, nullable, default null]

When provided, in combination with ST_VR_ABBR_CD and a ADJT_PMT_EVNT_CD of "A" in the Payment Adjustment Table will cause the advance payment amount to be treated the same as an overpayment, with SVR payments being withheld until the advance is completely drawn down.

NOTE_TXT, Note [VarChar 4046, not nullable, system default (empty)] Any note concerning the authorization of this advance.

INSRT_TS (system default timestamp), **LU_PIN**, **LU_TS** (system default timestamp)

T: Create history table HVRADVTH (will be updated by DB2 Triggers).

In the history table add these additional history only fields: **DELD_SW** (must be Y or N, default N), **AUDT_TS** (not nullable, system default) and **AUDT_PIN** (not nullable, default spaces).

There are no constraints of any kind on the history table other than on **DELD_SW**.

S: PCWOSS AVRCLMTR, XML transmitted to SSA to establish a VR claim Audit Table

Primary key: **ST_VR_ABBR_CD** + **INSRT_TS**

ST_VR_ABBR_CD [Char 4, not nullable, no default]

INSRT_TS [Timestamp, not nullable, system default timestamp]

TKTASM_CD, Service Channel [Char 1, not nullable, default "U", must be a value in PCWOSS.TKTASM_CD] Indicates the method by which the VR case was established. Examples are: F = EN file via SSA EN Portal, G = EN file via iTOPSS, W = Internet Web Service (single).

T: Remove CLM_ACPTD_SW, Claim accepted switch [Char 1, not nullable, default Y, must be Y or N] Indicates whether or not the submitted XML was accepted and used to create a new VR claim instance.

T: Add: CLM_ACPTD_CD, Claim Accepted Code (Claim accepted indicator) [Char 1, not nullable, default N, must be Y, V or N] Y indicates the claim was validated and saved, V indicates the claim was validated but not saved since the submission was defined as a test only case, or N indicates one or more validation errors.

COSSN [Char 9, not nullable, default spaces] If a VR claim is created or if the XML cannot be processed but a COSSN can be extracted, the COSSN associated with the VR claim.

VR_CLM_SNUM, Claim UID [Integer, nullable, default null] If a VR claim is created the Claim UID established for that claim.

VR_XML_FL [CLOB 2Mb, not nullable, no default] The actual XML transmitted to establish the VR claim.

T: Add: SRVRQ_TXN_TYP, Service Request Transaction Type Code [Char 3, not nullable, no default] A three position value that identifies this type of transaction, and which should be in the PCWOSS SRVRQ_TXN_TYP table.

T: Add: **WRKCS_UID**, Work Case Unique Identifier [Integer, nullable, default null] The work case ID that was associated with this transaction, if any.

T: Add: **RESP_MSG_TXT**, Response Message Text (Response Message) [VarChar 9000, not nullable, system default (empty)] The response that was returned to the person or process establishing the VR claim. If the request was interactive, then Response Message will be plain text or HTML. If the request was submitted as an XML file or a web service request, the Response Message will be the full XML response.

T: Add: **RESP_CD**, Response Code (Response Type) [Char 1, not nullable, default "T", must be one of T, X or H] Identifies the type of content in the Response Message as:

H: HTML

T: Text

X: XML

T: Add: **TEST_SUBMN_SW**, Test Submission Switch (Test-only switch) [Char 1, not nullable, default N, must be Y or N] Indicates if this message was submitted in test only mode, or if it was submitted as an actual claim.

INSRT_PIN [Char 6, not nullable, no default]

T: Add Table metadata: LU_PIN (not nullable, no default), and LU_TS (not nullable, system default TS).

S: PCWOSS VRSTABDA, State VR Abbreviation Data Table

This table serves as a bridge table to PCWOSS.ENET so that state VR codes are abstracted from DUNS which can change. Other columns moved to this table include VR-only fields from ENET. These fields will be removed from ENET in a later release.

ST_VR_ABBR_CD [Char 4, not nullable, no default, **primary index**]

DUNS [Char 9, not nullable, no default, foreign key constraint: must exist in ENET]

VR_BLND_SRV_SW [Char 1, not nullable, default "N", must be Y or N] Indicates if this SVR is for the blind.

VR_LGCY_ST_CD [Char 3, not nullable, no default] SSA legacy three position State Vocational Rehabilitation Agency code.

VR_SRVS_AGY_CD [Char 3, not nullable, no default] Rehabilitation Services Agency three position State Vocational Rehabilitation Agency code.

VR_PMTLRLSD_DT [date, nullable, default null] A date which if present results in VR payments being held for release to SSAORS until the date is no longer a future date or the date is set to null.

DIRCT_CST_GRP_CD, Direct Cost Group Code (RSA or SSA, VR expense category) [Char 1, not nullable, default “S”, must be “R” or “S”] Identifies whether the VR by default uses RSA or SSA codes in identifying a direct cost code.

T: Add: **VLD_SW** [Char 1, not nullable, default ‘Y’]

T: Add: **EFF_STDT** [Date, nullable, default null]

T: Add: **EFF_ENDT** [Date, nullable, default null]

T: Add: Unique alternate index on DUNS to prevent duplicates in this table.

T: Add: **DIRCT_CST_GRP_CD, Direct Cost Group Code (RSA or SSA, VR expense category)** [Char 1, not nullable, default “S”, must be “R” or “S”] Identifies whether the VR by default uses RSA or SSA codes in identifying a direct cost code.

T: Add these metadata fields to both data and history tables: **VLD_SW** (default Y), **EFF_STDT** (nullable, default null), **EFF_ENDT** (nullable, default null).

LU_PIN [Char 6, not nullable, no default]

LU_TS [Timestamp, not nullable, system default timestamp]

A **history table** HVSTABDA will be created, and it will be maintained solely by use of triggers. Additional fields in the history table will be: **AUDT_TS**, **DELD_SW** (default “N”) and **DELD_BY_PIN**. There are no constraint of any kind on the history table other than on **DELD_SW**.

S: PCWOSS SSAENTDA, SSA Benefit Entitlement Data Table

Records the various established entitlements used in evaluating this VR claim. At least one row must be present for any allowed VR claim. A claim can be denied without any SSA benefit data present.

Primary key: COSSN + VR_CLM_SNUM + CLMSSN + CLMBIC

Alternate key: CLMSSN + CLMBIC

COSSN [Char 9, not nullable, no default] Own SSN of the beneficiary.

VR_CLM_SNUM, Claim UID [Integer, nullable, default null] If a VR claim is created the Claim UID established for that claim.

ENTLT_CD: [Char 2, not nullable, no default, must be “2”, or “16”] Indicates the disability benefit entitlement type for this row as either T2 or T16.

CLMSSN: [Char 9, not nullable, no default] A claim SSN For the SSA beneficiary. For a T2 wage earner’s own account. For an SSI account this should be the Housed Under Number (HUN).

CLMBIC: [Char 3, not nullable, no default] For a T2 claim this is the BIC. For a T16 claim this is the MFT.

DISB_ONST_DT, DOO: [Date, not nullable, no default] The date of onset associated with the account.

CRNT_ENTLT_DT, DOEC: [Date, not nullable, no default] The current date of entitlement for the account.

SUSPN_OR_TRMDT, DOST: [Date, nullable, default null] The date of termination for the account.

RFST_CD: [Char 6, not nullable, system default (spaces) The termination reason taken from the MBR or SSR.

CLM_TERMN_CD, Claim Termination Flag [Char 1, not nullable, system default (spaces) must be T, W or a space] Indicates the termination status for this claim.

W: Terminated on account of work and earnings

M: Terminated on account of medical improvement

T: Terminated but not on account of work and earnings or medical improvement

Space: Not terminated

STYBLNDS_SW, Statutory Blindness Switch [Char 1, not nullable, default N, must be Y or N] Indicates whether or not the beneficiary is statutorily blind for this account.

VR301_ALWC_DCN_DT, 301 Allowance Decision Date: [Date, nullable, default null] The date on which ODO made a determination that this beneficiary was properly in the VR 301 program based on this account number. A 301 claim cannot be paid without this date (Claim Basis = “3”). A 301 claim can be denied without this date. This date can be entered manually, and may be the result of a systems lookup with the ODO 301 control system.

LAST_TXN_DT, Last transaction date [Date, nullable, default null] The last transaction date for the MBR or SSR that was used for this account in processing this VR claim. For the MBR this is the Run Process Date RUN_PRC_DT, and for the SSR this is the Last Transaction Date LAST_TXN_DT.

SSN_SSR_IDX_RECID, SSR logical record number [SmallInt, nullable, default null] For SSR entitlement only, the logical SSR record number for this COSSN

SSR_PRSN_IDFR, SSR Person Number [Char 1, not nullable, system default (spaces), must be a space, "1" or "3"] For SSR entitlement only, the person number for this CLMSSN.

INSRT_PIN [Char 6, not nullable, no default]

INSRT_TS [Timestamp, not nullable, system default timestamp]

LU_PIN [Char 6, not nullable, no default]

LU_TS [Timestamp, not nullable, system default timestamp]

A **history table** HSAENTDA will be created, and it will be maintained solely by use of triggers. Additional fields in the history table will be: AUDT_TS, DELD_SW (default "N") and DELD_BY_PIN. There are no constraint of any kind on the history table other than on DELD_SW.

**T: PCWOSS.VRAWRKCS, new data table for VR workcases + history table
HVRWRKCS**

This table tracks and manages pending VR claims.

WRKCS_UID, Workcase Unique Identifier [Integer, not nullable, no default, primary key]

ST_VR_ABBR_CD, State Vocational Rehabilitation Abbreviation Code [Char 4, not nullable, no default, must be in PCWOSS.VRSTABDA]

COSSN, Client's Own Social Security Number [Char 9, not nullable, no default]

VR_CLM_SNUM, Vocational Rehabilitation Claim Sequential Number [Integer, not nullable, no default]

-- Alternate index on COSSN + VR_CLM_SNUM

VR_CLM_STUS_CD, Vocational Rehabilitation Claim Status Code (VR claim status) [Char 4, not nullable, no default, must be a value in the VR Claim Status reference table] Identifies the specific claim status for the VR claim.

VR_CLM_STUS_DT, Vocational Rehabilitation Claim Status Date (VR Claim Status Date) [Date, not nullable, no default] Indicates the most recent date on which the VR Claim Status was changed.

ASGND_EXMR_PIN, Assigned Examiner Personal Identification Number (Assigned Examiner) [Char 6, not nullable, default spaces, alternate index] The PIN of the VR examiner assigned to this case, if any.

EXMR_ASGNT_DT, Examiner assignment date [Date, nullable, default null] The date the current examiner was assigned.

ASGND_QA_REVR_PIN, Assigned Quality Assurance Reviewer Personal Identification Number (Assigned QA Specialist) [Char 6, not nullable, default spaces] The PIN of the QA Specialist assigned to this case, if any.

QA_REVR_ASGNT_DT, Quality Assurance Reviewer Assignment Date (QA Specialist assigned date) [Date, nullable, default null] The date the current QA specialist was assigned to this case.

ASGND_MGR_PIN, Assigned Manager Personal Identification Number (Assigned management reviewer) [Char 6, not nullable, default spaces] The PIN of the manager assigned to review this case, if any.

MGR_ASGNT_DT, Manager Assignment Date (Management reviewer assigned date) [Date, nullable, default null] The date the current manager was assigned to this case.

ASGND_CUSR_PIN, Assigned Current User Personal Identification Number (Current queue owner) [Char 6, not nullable, default spaces] The PIN of the person to whom this work case is currently assigned, if anyone. This should be the assigned examiner, QA specialist or management reviewer.

DRY_SET_DT, Diary Set Date [Date, nullable, default null] The date the current diary was set, if any.

DRY_EXPRS_DT, Diary Expires Date [Date, nullable, default null] The date a current diary will expire, if any.

DRY_EXPLN_TXT, Diary Explanation Text (Diary explanation) [VarChar 2000, not nullable, system default (empty)] The reason the current diary is/was set.

XCLMSSN, Cross Reference Social Security Number (Cross reference SSN) [Char 9, not nullable, default spaces] If this VR claim was established under the wrong SSN, this is the correct SSN. If this VR claim was submitted under the wrong SSN, and this workcase is the correct SSN, this is the incorrect SSN.

Table meta-data: **INSRT_PIN** (not nullable, no default), **INSRT_TS** (not nullable, system default TS), **LU_PIN** (not nullable, no default), **LU_TS** (not nullable, system default TS).

History table **HVRWRKCS** is maintained by triggers and includes **DELD_SW** (default N), **AUDT_TS** (system default TS, added to the primary key of the production table), and **AUDT_PIN** (no default).

T: PCWOSS.VRCLSBER, new reference table for VR Claim submission error message

Decodes error messages for VR claim submissions.

CLM_SUBMN_ERR_CD, Claim Submission Error Code (Error code) [SmallInt, not nullable, no default, primary key] An arbitrary number identifying a particular error message.

TRML_IPUT_MSG_SW, Terminal Input Message Switch (Terminal Message switch) [Char 1, not nullable, default N, must be Y or N] If a message is a terminal message then no further errors are considered. If a message is not a terminal message, then additional error tests will be performed even if the VR claim cannot be accepted.

CASE_CD, Case Code (Case type code) [Char 1, not nullable, no default, must be one of C, S or B] Indicates the type of VR claim to which the error message applies, and must be one of:
 C: Complete/full VR claims only
 S: Supplemental VR claims only
 B: Both Complete and Supplemental claims

IACTV_INEMSG_TXT, Interactive Input Error Message Text (Error message based on interactive input) [VarChar 200, not nullable, no default]

XML_ERR_MSG_TXT, Extensible Markup Language Error Message Text (Error message based on XML submission) [VarChar 200, not nullable, no default]

HELP_TXT, Help Text (Extended help) [VarChar 4000, not nullable, system default (empty)]

Examples:

- 1: SVR code svrCode missing or invalid.
- 2: SSN claimSSN missing or invalid.
- 3: No such person for this SSN claimSSN.

Table meta-data: LU_PIN (not nullable, no default) and LU_TS (not nullable, system default TS).

T: PCWOSS.VRCLSTUS, new reference table for VR Claim Status

VR_CLM_STUS_CD, Vocational Rehabilitation Claim Status Code (VR Claim Status) [Char 4, not nullable, no default]

VR_CLM_STUS_DESC, Vocational Rehabilitation Claim Status Description (VR Claim Status Description) [Char 50, not nullable, no default]

U: Add: VR_CLM_SSD, Vocational Rehabilitation Claim Status Short Description [Char 20, not nullable, no default]

VLD_SW [char 1, not nullable, default Y, must be Y or N]

LU_PIN (not nullable, no default), LU_TS (not nullable, system default TS)

Examples:

AEAS: Awaiting assignment to an examiner
 AEAC: Awaiting initial examiner action
 ASLF: Awaiting explanation for late filing
 ASPV: Awaiting PVR
 ASDC: Awaiting additional direct cost information
 ASOT: Awaiting other SVR information
 AEDI: Awaiting examiner disposition
 AQAS: Awaiting assignment to QA
 AQDI: Awaiting QA disposition
 ASQA: Awaiting examiner response to QA
 AMAS: Awaiting assignment to manager
 AMDI: Awaiting manager disposition
 ASMA: Awaiting response to manager
 AEOT: Awaiting other examiner action
 CLFA: Closed, favorable decision
 CLUN: Closed, unfavorable decision
 CLWS: Closed, wrong SSN
 CLIN: Closed, not a valid claim

T: New reference table VRPAYARR for VR_PMT_ASGNDRSN_CD in PCWOSS.VRADPMEV

VR_PMT_ASGNDRSN_CD, VR Payment Assigned Reason Code [Char 1, not nullable, no default, **Primary Key**] An optional reason describing why the VR adjustment or overpayment was created.

ADJT_RSN_DESC, Adjustment Reason Description [Char 80, not nullable, no default] Provides an English decoding of VR_PMT_ASGNDRSN_CD.

Samples:

C: Payment was cancelled, not due
 R: Payment was cancelled, adjusted payment will be reissued

Table metadata: VLD_SW (default Y), EFF_STDT (not nullable, no default), EFF_ENDT (nullable, default null), LU_PIN (no default), LU_TS (system default TS).

T: PCWOSS.VRPNDCLM, new data table to hold VR claims being entered but not yet complete

Incomplete claims not yet validated will be stored here for recall into an interactive data entry session at either the Portal or iTOPSS. Rows in this table will be deleted when the claim is complete.

Primary key: ST_VR_ABBR_CD + PEND_CLM_INSRT_TS.

ST_VR_ABBR_CD, State Vocational Rehabilitation Abbreviation Code [Char 4, not nullable, no default, must be in PCWOSS.VRSTABDA]

PEND_CLM_DATA_FL, Pending Claim Data File (Pending claim data) [BLOB, 2Mb max, not nullable, no default] Pending claim information stored as a serialized Java object rather than as an XML representation.

SRC_CD, Source Code (Source) [Char 1, not nullable, no default, must be “E” or “S”] Indicates the source of the pending VR claim, either “E” for an SVR at the EN Portal, or “S” for SSA staff using iTOPSS.

CASE_NOTES_TXT, Case Notes Text (Incomplete claim case note) [VarChar 2000, not nullable, system default (empty)] Any temporary note the user may wish to make about this incomplete claim. This note is not retained once the case is accepted.

Table metadata: INSRT_PIN (not nullable, no default), **PEND_CLM_INSRT_TS** (not nullable, system default TS), LU_PIN (not nullable, no default), LU_TS (not nullable, system default TS).

U: PCWOSS.PMTBSSCD, Payment Basis Reference table

U: Add: **PMT_BSS_CD, Payment Basis Code** [Char 1, not nullable, no default] Indicates the basis for the payment for this month for the current claim.

U: Add: **PMT_BSS_CDESC, Payment Basis Code Description** [VARCHAR 60, not nullable, no default] Indicates the basis for the payment for this month for the current claim.

Standard reference table fields:

VLD_SW [Char 1, not nullable, default N, must be Y or N]

LU_PIN [Char 6, not nullable, no default]

LU_TS [TIMESTAMP, not nullable, system default]

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